

STILLWATER COUNTY, MONTANA

EMERGENCY OPERATIONS PLAN

REVISED March 24, 2009

STILLWATER COUNTY, MONTANA EMERGENCY OPERATIONS PLAN

Prepared by the Stillwater County Office of Disaster and Emergency Services

This Emergency Operations Plan (EOP) is intended to facilitate the coordination of government and volunteer forces in natural and man-made disasters or emergencies. This plan will identify the resources in personnel, materials and equipment, which are available to the governments of the town of Columbus and Stillwater County. By assessing the resources available and assigning responsibilities, the departments, agencies, or organizations should be better able to adequately respond to extraordinary disaster or emergency situations.

Effective planning facilitates the efficient use of existing resources and capabilities. The result can be the saving of lives and preservation of property.



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Section 1

STILLWATER COUNTY EMERGENCY MANAGEMENT OVERVIEW



Operational framework

The Incident Management System is the method whereby agencies and organizations will work together to respond to a disaster or emergency. It calls for specific agencies to be responsible for specific duties with one agency directing the operations for the entire operation. The lead and supporting agencies by hazard and function are listed subsequent sections of this plan.

The county **Emergency Operations Center** is located on the first floor of the Stillwater County Court House. Upon activation of the Stillwater County Emergency Operations Center by the DES Coordinator, personnel will be called to report to the EOC from the call down list. The actual attendance at the EOC is dependent upon the type and scope of the disaster or emergency situation.

Administrative procedures and considerations to declare an emergency or disaster, request aid from State and Federal sources, and fiscal matters are covered in the Montana DES **Local Government Disaster Information Manual** located in the Stillwater County Commissioners Office.

Who does what?

The Chief Elected Officials of each jurisdiction have ultimate responsibility for the health, safety, and welfare of the public they serve. Their responsibility in a disaster or emergency situation is the allocation of resources and the implementation of policy. On-Site Control is still in the hands of specific and designated emergency response agencies. The county and city have a Mutual Aid Agreement which authorizes specific emergency response resources to cross jurisdictional boundaries.

The Disaster and Emergency Services Coordinator, by State Law, is responsible for emergency and disaster preparedness and the coordination of response and recovery resources. The coordinator has no statutory authority over any department or organization. The coordinator acts as an advisor to the Chief Elected Officials and emergency response agencies.

Succession of Elected Officials: Montana state statutes provide details of procedures for replacing elected officials who are killed or incapacitated during a disaster. Those references are listed in Appendix 20.

Specific responsibilities

The departments or organizations should prepare their own internal checklists or Standard Operating Procedures (SOP's) to accomplish these tasks.

The County Commissioners/Mayor

Before an emergency:

1. In accordance with 10-3-201 (1) MCA, appoint a Disaster and Emergency Services Coordinator.
2. Meet annually with the Disaster and Emergency Services Coordinator to review and update the Emergency Operations Plan.
3. Follow the county's Pre-Disaster Mitigation Plan to protect lives and property.
4. Assure that all county and city departments are working cooperatively with the county DES to plan for and respond to emergencies.
5. The EOP should be tested at least once per year with either a table-top, functional or full-scale exercise. Commissioners and the Mayor should participate in exercises of the plan.
6. Insure that emergency response agencies receive training and participate in the Emergency Operations Plan update and maintenance.

During an event:

1. Determine if a disaster or emergency should be declared, what resources would be utilized (Mutual Aid, State or Federal Assistance), and what administrative requirements must be met.
2. Require record keeping because State or Federal reimbursement may be available if adequate documentation is maintained. The Local Government Disaster Information Manual addresses all related administrative responsibilities.
3. Verify that the citizens are receiving information about the event.

After an event:

1. Request state or federal recovery assistance, as necessary.
2. Participate in post-incident critiques and upgrade the plan as necessary.

The Disaster and Emergency Services Coordinator

Before an emergency:

1. Advise the Chief Elected Officials and department directors about the best mitigation measures to adopt or pursue.
2. Meet regularly with the emergency response agency officials and involve them in developing and writing emergency plans.
3. Conduct an exercise of the plan at least annually.
4. With the Local Emergency Planning Committee (LEPC), update the plan at least annually.
5. Inventory and update the resource list at least annually.
6. Brief department personnel about the Emergency Operations Plan to familiarize them with their roles and responsibilities during a disaster.
7. Work with the county **Geographic Information System (GIS) Office** to prepare maps of the two (2) political jurisdictions for recording information specific to types of disasters, and to illustrate those hazards and their impact on the communities.
8. Meet with private and volunteer organizations to ensure that the assignment of responsibilities in the Emergency Operations Plan is acceptable and workable.
9. Prepare and supply the county Emergency Operations Center physical facilities.

During an event:

1. Activate the Resource List and coordinate and record all resources used. Accurate records are necessary for the reception of State and Federal disaster funds. (See Local Government Disaster Information Manual.)
2. Assist agencies, organizations, and officials as appropriate.
3. Open and coordinate operation of the Emergency Operations Center.
4. Serve as the point of contact between the local government and the State Disaster and Emergency Services Division.

After an event:

1. Assist public officials with administrative functions such as applying for disaster assistance, assessment, and recovery.
2. Conduct a post-incident critique to review procedures.
3. Review the plan for changes.

The Emergency Response Agencies (sheriff, fire department, public works, county road and bridge, and emergency medical services)

Before and emergency:

1. Through public education and training, inform the public of potential hazards which can be prevented or impact diminished.
2. Participate in emergency management planning.
3. Develop department SOP's (Standard Operating Procedures) for emergency operations.
4. Hold regular training sessions with department personnel to brief them on emergency plans and SOP's.
5. Participate in drills and exercises.

During an event:

1. Implement tasks and responsibilities as defined in the Emergency Operations Plan as appropriate.
2. Record resources utilized. Maintain thorough records in event of state or federal disaster aid involvement.
3. Report regularly to the DES Coordinator in the EOC.

After an event:

1. Submit Damage Assessment Reports.
2. Participate in a post-incident critique.
3. Review plans for changes.

County Office of Geographic Information Systems

Before and event:

1. Prepare maps identifying subdivisions and locations of critical infrastructure.
2. Map evacuation areas and routes.
3. Map hazardous areas and other areas at risk of a disaster.

During an event:

1. Map areas of emergency and disaster.
2. Provide travel maps, emergency area maps, and structure locations.
3. Coordinate all mapping data from various agencies.
4. Provide daily briefing maps, shift sheets, and monitoring maps.
5. Detail equipment and personnel during an event.

After an event:

1. Compile recovery information and data.
2. Map all recovery events.
3. Collect and maintain data from all agencies involved in recovery.

Stillwater County Disaster and Emergency Services (DES) Notification Procedures and Call Down List

The County Dispatcher should notify the county DES office whenever there is any emergency event that puts county residents in danger. Examples include the following:

- Fires, especially wildfires.
- Train wrecks
- Vehicle accidents involving potentially hazardous cargo or circumstances
- Severe weather incidents or damage
- Reports of flooding
- Any natural disaster
- Reports of terrorism or bomb threats
- Serious malfunctions in our ability to respond to emergencies (hospital, ambulance, law enforcement, power outages, etc)

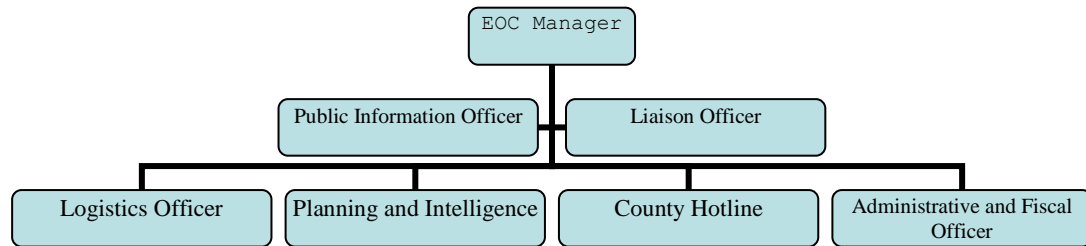
Who to Call...

Eric Frank, DES Coordinator:	cell	321-0689
	work	322-8054
	home	860-2716
Carol Arkell	cell	780-0305
	work	322-8060
George Bokma, Fire Warden	cell	321-0204
	home	322-5682
	work	322-8060

Emergency Operations Center –

The Emergency Operations Center, located in the Stillwater County Courthouse, provides a facility where all decision makers can confer and determine the appropriate responses during a disaster or emergency. It is also the headquarters for public information activities, such as the county hotline.

Stillwater County Emergency Operations Center; Description of Functions



- **EOC Manager –**
Oversees the entire EOC operation; including staffing and physical facility management. Approves the EOC Action Plan. All EOC sections report to the EOC manager.
- **Public Information Officer-**
Manages the EOC public information program. Prepares news releases, Conducts news interviews, gathers and organizes information, consults with the EOC manager for response to news inquiries, manages the information on the county website, notifies the Emergency Alert System.
- **Liaison Officer-**
Coordinates the information flow between the EOC and other involved agencies, including the Incident Commanders.
- **Logistics Officer-**
Gathers and tracks existing and potential resources and incident related situations. Calls in the Red Cross and other volunteer agencies and activates/coordinates the operation of evacuation shelters. Monitors and assists Sheriff's Office in evacuation efforts.
- **Planning/Intelligence-**
Forecast future events and plan potential responses. Develops the EOC Action Plan.
- **County Hotline Responder-**
Primarily, answers the County Hotline. Also, sets up and staffs public information kiosks in court house lobby and other community locations.
- **Administrative and Fiscal Officer-**
Tracks the legal, administrative, and financial impacts of all actions associated with any incident occurring during the operation of the EOC.

Call down list by function (personal cell phone numbers)

EOC Manager-

Eric Frank	321-0689
Carol Arkell	780-0305

Assistant to the EOC Manager-

Gary Edwards	322-5495
Chris Fleck	321-0564
George Bokma	321-0204

Public Information Officer-

Tammie Mullikin	670-4099
Travis Stanley	788-1371
Dave Grimland	322-1117

Liaison Officer-

Bart Lawson	321-1203
Steve Hopsiter	670-3026

Logistics Officer-

Chris Fleck	321-0564
Brad Ewers	321-5125
Diane Day	780-0113

Planning/Intelligence-

Pat Rozema	670-3020
Dot Gallagher	322-5875
Kathleen Ralph	321-0442

County Hotline-

Vicki Wilson	321-4261
Karen Tyra	322-5219
Kelly Shumway	208-1467
Chris Fleck	321-0564
Travis Stanley	788-1371
Laura Nelson	670-0339
Jamie Spainhower	696-3014
Chris Fleury	860-5095
Patsy Ewers	321-5124
Lora Mesch	672-9908

Administrative and Fiscal-

Joe Morse	223-3035
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Section 2

DIRECTION, CONTROL AND WARNING PROCEDURES



Direction and control is the responsibility of the chief decision-makers.

- Stillwater County Commissioners
- Mayor of Columbus
- Stillwater Sheriff
- Stillwater County DES Coordinator
- Stillwater County Fire Warden
- Columbus Fire Chief

INCIDENT MANAGEMENT SYSTEM

The National Incident Management System (NIMS) is hereby adopted for response and recovery operations for emergencies and disasters.

The Board of County Commissioners and the City Council may assign management responsibility for a specific disaster to the agency and official judged to be the best suited to respond. Such assignments shall follow statutory responsibilities when applicable. Unless specifically changed by these elected officials, the Incident Manager will be as listed in this section.

The Incident Manager:

1. directs the preparation of a plan for the assigned emergency or disaster with the assistance of the DES coordinator.
2. seeks the participation of public and private agencies to accept responsibility for accomplishing plan objectives.
3. submits the plan to the Disaster Planning Committee for review and endorsement and to the governing bodies for review and approval.

INCIDENT MANAGER ASSIGNMENTS:

WILDLAND FIRE:

1. Forest fire or grassland fire threatening a jurisdiction or involving state or county lands.
2. Incident Management: Incident Manager is the Federal Forest Service when in the Custer National Forest.
3. If the fire is on State or county lands, the Rural Fire Department is in charge.

HAZARDOUS MATERIAL INCIDENT:

1. Accident involving hazardous materials in vehicles, trains or bulk storage.
2. Incident Management: The jurisdiction fire chief.

DAM FAILURE/FLOOD:

1. The failure of Mystic Lake dam, flooding along the Yellowstone River or the Stillwater River and its tributaries.
2. Incident Management: Stillwater County Sheriff's Office.

EARTHQUAKE:

1. Earthquake, landslide, mudslide, slump or avalanche.
2. Incident Management: Stillwater County Sheriff's Department.

BIOLOGICALEMERGENCY

1. Epidemic, pandemic, bioterrorism, or epizootic (animal disease).
2. Incident Manager: County Health Officer.

MASS CASUALTY INCIDENT:

1. Multiple casualties resulting from bus, train, aircraft or automobile accident.
2. Incident Management: Stillwater County Sheriff's Office.

VOLCANIC ASH:

1. Ash fallout.
2. Incident Management: Chief Elected Officials per direction of the Governor and State Disaster and Emergency Services.

NATIONAL EMERGENCY

1. Actual or threatened hostile military action against the United States.
2. Incident Management: Chief Elected Officials per direction of the Governor.

TERRORISM

1. International or domestic act of terrorism.
2. Incident Management: Law enforcement.

BOMB THREAT

1. Notice of an act of aggression.
2. Incident Management: Law enforcement.

MULTIPLE INCIDENT MANAGEMENT:

Incident(s) and their related impacts which involve more than one Incident Manager and jurisdiction shall be managed under procedures set forth in the National Interagency Incident Management System or as agreed at the time of the incident(s) by the Incident Managers.

Communications

The Sheriff's Dispatch Office serves as the primary communications center. When the Emergency Operations Center is activated, the Emergency Medical Services (EMS) Channel is used to provide 'Direction and Control.' Responding departments should conduct operations on their designated frequencies and monitor the Direction and Control frequency for information and assignment of duties.

The Emergency Medical Services Channel - Is dedicated for the use chief decision-makers during an emergency. This channel is not available for the use of other emergency responders. This channel is accessible from the county EOC or a sheriff's patrol car operating as a mobile EOC.

RADIO FREQUENCY LIST for STILLWATER COUNTY **(ALL FREQUENCIES ARE IN MHz)**

<u>FREQUENCY</u>	<u>SYSTEM AND USER</u>
158.940 and 154.085 Tone 100 Hz	EMS/Fire Repeater (Emergency Medical Services Channel)
154.085	Talk Around
154.145	Stillwater County Operations
155.790	Mutual Aid County
153.905	Mutual Aid State
155.820	State Disaster & Emergency Services
155.720	Search and Rescue
155.475	Mutual Aid Law
156.015	County Road Operations
155.775 and 153.845 Tone 156.7 Hz	Public Works Repeater
153.845	Public Works Talk Around
155.340	Hospital Traffic Only (Stillwater)

OUTSIDE SUPPORT FREQUENCIES

155.805	154.040	Tone 100 Hz	Sweet Grass County
159.150	155.910	Tone 114.8 Hz	Carbon County
169.975	169.175		Custer National Forest
	155.280		Hospital Traffic Only (Billings)

Warning systems and procedures

It is important to provide prompt notification for the county population of imminent danger from a disaster or emergency. Warnings originate from multiple sources to provide redundancy and assure maximum coverage.

The Emergency Alert System (EAS) - A system provided by the National Weather Service through local AM/FM radio and television stations. The participating stations interrupt regular broadcasts with a signal followed by an emergency message. This system can be activated at the local, state or federal level for any type of disaster or emergency.

Telephone Emergency Notification System – Uses the E9-1-1 phone system to call the geographically designated area hard line telephones. Phases two and three of this system will involve the inclusion of cell phones into the system.

Public Address System (in patrol vehicles) - Notify public of emergency situations in limited areas.

Door to door Search and Rescue - During an evacuation, door to door notification may be used if practical and safe.

Sirens - The town of Columbus is in the process of evaluating the need to reinstall the town siren.

Warning system responsibilities

This section identifies specific duties and responsibilities for designated local government departments and supporting organizations. The departments or organizations would prepare their own internal checklists or Standard Operating Procedures (SOP) to accomplish these tasks.

The Disaster and Emergency Service Coordinator

1. Ensure that the communications equipment is operational.
2. Test emergency communications during disaster drills and simulation exercises.
3. Participate in national warning exercises.
4. Work with the county GIS program to prepare maps with information pertaining to hazards and potential areas of impact.
5. During an event, ensure that warning of key personnel has been accomplished.
6. Ensure the proper use of the emergency coordination channel for direction and control.
7. Collect message logs from the emergency communications coordinator for the post-response review.
8. Conduct post-response evaluations.

The Sheriff's Office and Fire Departments

1. Prepare communications SOP for the dispatch operators.
2. Participate in local, state and federal exercises.
3. Warn key officials and the public using radio communications, cell phones, and sirens.
4. Use the emergency coordination channel for direction and control between department heads.
5. Use proper radio procedures to prevent overloading the tactical channels.
6. Maintain contact with dispatch on the emergency coordination channel.
7. Secure operations in the field.
8. Prepare a summary of communications problems and successes to review at the post-response critique and revise SOP accordingly.
9. Participate in the post-response critique and revise SOP accordingly.

Emergency Events: Types and Procedures

Section 3

WILDLAND FIRE



Wildland fires are a primary emergency concern in Stillwater County. Severe drought conditions have increased both the number and severity of these fires.

Who is the primary response agency?

If the fire is located on **Federal land**, the Incident Command is the Forest Service. If the fire is located on **county or state lands**, the Rural Fire Department is responsible for Incident Command.

COUNTY ASSIGNMENT OF RESPONSIBILITIES

SHERIFF'S DISPATCH:

1. If a fire is reported, contact the agency responsible for Incident Command. If on federal land, the US Forest Service; if on county or state land, the Rural Fire Chief with jurisdiction.
2. Many fires are reported by the public. Often, locations are inaccurate. It is the responsibility of persons receiving the call to document the name of the person calling, locations, phone number, and any other pertinent information.
3. If county residents' lives are at risk, immediately call the county Office of Disaster Emergency Services.
4. Maintain communications with the Incident Commander and other emergency response agencies.
5. Contact fire departments in the involved area for assistance if requested by the Incident Commander.

INCIDENT COMMANDER

1. Assess the fire and the fire environment
2. Establish command and inform dispatch that you are the IC
3. Set up a command post and report location to dispatch
4. Name the fire, call in name and GPS location to DES
5. Determine if and what additional resources are needed

6. If resources are needed, call Fire Warden or County DES to request:
 - i. County Mutual Aid
 - ii. DNRC assistance
 - iii. County Road Department Equipment
7. If needed, call County Disaster and Emergency Services to request:
 - i. Evacuation of a specific area
 - ii. Opening of the Emergency Operations Center
 - iii. A mobile Incident Command Post vehicle
 - iv. Road blocks
 - v. Road closure
 - vi. Search and rescue
 - vii. Montana National Guard
 - viii. Additional services as needed
8. If immediate evacuation is needed, call the Sheriff's Office
9. If an evacuation is called, update DES at least once per hour on fire and structure protection status.
10. Refer all media to the Emergency Operations Center at the courthouse; 322-8065.

DISASTER AND EMERGENCY SERVICES:

1. Activate EOC if requested by the Incident Commander.
2. Coordinate resources.
3. If incident is beyond county resources, inform state.
4. Appoint an IC Liaison to maintain communications with the Incident Commander.

ROAD AND BRIDGE DEPARTMENT and COLUMBUS PUBLIC WORKS DEPT:

1. Assist the Incident Manager as requested.
2. Manpower and equipment requests must be approved by the Commissioners or Mayor.
3. Assist in recovery operations.

CHIEF ELECTED OFFICIALS:

Cooperate with the Incident Commander to expend county resources and comply with written agreements between Stillwater County and other agencies, such as the Department of Natural Resources and Conservation and the Forest Service.

PUBLIC INFORMATION OFFICER:

1. Coordinate news media.
2. Coordinate with Chief Executives, Incident Commander, DES Coordinator on news release and information to the public.
3. Make periodic broadcast or announcements to the public and press keeping them informed and advised of hazards and conditions and emergency information
4. Facilitate accurate and timely posting of updated information on the County web site.

Fire Apparatus in Stillwater County

<i>Department</i>	<i>Description</i>	<i>Capacities/Features</i>
Columbus	Structure engine	1000 gallons, 1250 gpm
	Structure engine	1250 gallons
	Structure engine	1500 gallons
	Two wildland engines	Type 6
	Two wildland engines	Type 3
	Wildland interface unit	800 gallons (produces foam & compressed air)
	Two water tenders	2000 gallons
	4X4 Command Unit	Four passengers
Park City	Three structure engines	(2) 500 gallons (1) 1000 gallons
	Wildland engine 6X6	1000 gallons
	Three type 3 wildland engines	(2) 200 gallons and (1) 350 gallons
	Two water tenders	2200 and 3500 gallons
Nye	Structure engine	1000 gallons
	Type 6 wildland engine	250 gallons
	Type 4 wildland engine	1000 gallons
	Type 3 water tender	1000 gallons
Molt	Structure engine	600 gallons
	Structure engine	600 gallons
	Four wildland engines	300 gallons each
	Two 6X6 wildland engines	1000 gallons each
	Two water tenders	2500 and 2800 gallons
Absarokee	Structure engine	1500 gallons
	Two type 6 wildland engines	250 and 300 gallons
	Water tender	2000 gallons
	Wildland truck	500 gallons
	Mini pumper structure engine	500 gallons
Reed Point	Structure engine	1000 gallons
	Two type 6 wildland engines	300 gallons
	Water tender	2500 gallons
Rapelje	Two pick up trucks (each has a water pump apparatus)	300 gallons each
	Structure mini pumper	300 gallons

Source: Interviews with the individual Fire Chiefs

FIRE RESPONSE CHECKLIST

Report of major fire

County Dispatch notifies:

- ⇒ Fire Warden,
- ⇒ DES

DES notifies:

- ⇒ GIS, start mapping process
- ⇒ Commission, begin Emergency Declaration Order, if needed
- ⇒ state DES, incident report
- ⇒ Stillwater County Public Information Officer

If Incident Command calls for an evacuation:

- ⇒ Get detailed information on area to be evacuated
- ⇒ Begin Evacuation Declaration Order with the Commission
- ⇒ Implement Telephone Emergency Notification System
- ⇒ Post evacuation information on the county web site
- ⇒ Notify National Weather Service, Emergency Alert System
- ⇒ Implement any local phone trees, if available
- ⇒ Draft and distribute news release to the media via email
- ⇒ Request that the Sheriff send search and rescue, if safe

Open Emergency Operations Center

- ⇒ Call volunteer list to staff needed positions
- ⇒ Call in PIO
- ⇒ Set up work stations and telephones
- ⇒ Bring down supplies
- ⇒ Give written instructions to volunteers as they arrive
- ⇒ Record events on the white board

Incident Command Post set up and support

- ⇒ Bring in MTAC, if needed
- ⇒ Set up information board
- ⇒ Assign an EOC Liaison (Fire Warden) to the Incident Commander

Related documents in the appendices:

1. Evacuation Policy
2. Evacuation recommendations for residents
3. Evacuation trip permits
4. Evacuation Authority
5. Evacuation Notice
6. Road Closure Policy
7. Emergency Declaration
8. Disaster Declaration
9. Request for DNRC services

Section 4

SEVERE WEATHER INCIDENT



Severe weather is common in Montana and, in general, people have learned to prepare for it and protect themselves from serious consequences. However, when electric power is inoperable and roads are impassible, there is a real danger of a disaster.

INCIDENT COMMAND

The Sheriff is the incident commander during a severe weather emergency or disaster.

COUNTY ASSIGNMENT OF RESPONSIBILITIES

SHERIFF AND COLUMBUS POLICE

1. Establish the incident command center.
2. Request the activation of the Emergency Operations Center.
3. Request that shelter facilities be opened, if needed.
4. Coordinate with the county road and bridge department for snow removal status.
5. Coordinate with Montana Highway Patrol and Department of Transportation for road closure information.
6. Respond to citizens in distress due to being stranded, without heat, and in need of medical care.
7. Keep the DES Coordinator informed.

CHIEF ELECTED OFFICIALS:

1. Establish procedures for actions to resume provision of interrupted utility services.
2. Establish procedures for returning to normal traffic patterns including:
 - a. Evaluation of road safety.
 - b. Snow and ice clearance.
 - c. Priority for providing access.

3. Identify the sources and programs for recovery assistance and the means of obtaining each including:
 - a. Volunteer organizations.
 - b. Mutual Aid Agreements.
 - c. State Assistance.
 - d. Federal Assistance.
4. Establish procedures for mobilizing assistance from each available source including:
 - a. Conditions under which request for assistance will be made.
 - b. Channels to be followed to request assistance.
 - c. Preparations of necessary request disaster declarations or other documentation required for State and/or Federal assistance.

EMERGENCY MEDICAL SERVICES:

1. Hospital:

- a. Implement the Hospital Emergency Operations Plan.
- b. Prepare for casualties.
- c. Prepare for decontamination procedures as needed.

2. Ambulance:

- a. Responsible for triage, treatment, and transportation.
- b. Coordinate with Incident Manager, provide assistance as requested.

ROAD AND BRIDGE DEPT. AND FIRE SERVICES

1. Remain on call during the event and in constant communication with the Incident Commander.
2. Provide assistance as requested by the Incident Commander and the Emergency Operations Center.

COUNTY DISASTER AND EMERGENCY SERVICES COORDINATOR

1. Activate EOC if requested; call in volunteers and staff.
2. Assist in finding transportation to citizens who are stranded and/or without heat.
3. Maintain the County Hotline and the County website.
4. Keep the Public Information Officer informed and initiate media releases.
5. Open shelter facilities and call the Red Cross for assistance.
6. Assure the power generators at the courthouse and at the County Pavilion are functional.
7. Keep records of events and expenditures.
8. Report to and communicate with State DES.

PUBLIC INFORMATION OFFICER

1. Report to the EOC.
2. Gather information and issue news releases.
3. Respond to calls from the media.

Section 5

HAZARDOUS MATERIAL INCIDENT



Hazardous materials are transported in ever-increasing volume; by road, rail, and air. They are also stored in very large quantities in almost every community and rural area.

These materials/substances can be, among other things, explosive, corrosive, radioactive, poisonous, or at the least - a pollutant. This Contingency Plan will provide procedures, information, and assignments of responsibility applicable to an incident involving hazardous materials.

HAZARDOUS MATERIAL is a substance or material which has been determined to be capable of passing an unreasonable risk to health, safety, and property. These substances or materials can be classified in one or more of the following classes:

- | | |
|----------------|--------------------------|
| 1. Explosives | 5. Corrosive |
| 2. Flammable | 6. Compressed Gas |
| 3. Combustible | 7. Poison |
| 4. Oxidizer | 8. Radioactive Materials |

These categories of designated hazardous materials are addressed in the Department of Transportation Emergency Response Guidebook (DOT P 5800.3) located at the EOC and selected emergency response facilities (Sheriff's Office, Fire Hall).

The Chemical Transportation Emergency Center, **CHEMTREC**, is a public service of the Chemical Manufacturers Association. It provides immediate advice for those at the scene of an emergency and will contact the shipper of the hazardous material involved for more detailed assistance and appropriate follow-up. Chemtrec operates around the clock to receive toll-free calls from any point in the United States. **1-800-424-9300**.

NORTHRIDGE TOX CENTER - This service is located in the Health Center in Northridge, California. It is a 24-hour service which has a team of experts available to answer questions related to the effects of hazardous materials. They have medical personnel to provide advice on medical treatment of hazardous material problems. **1-800-227-6476**

COUNTY ASSIGNMENT OF RESPONSIBILITIES:

INCIDENT COMMAND:

The jurisdictional Fire Chief is responsible for Incident Management.

SHERIFF'S DISPATCH:

1. Utilize Hazardous Material Incident Report Form to gather appropriate information.
2. Notify Incident Manager, Sheriff, DES Coordinator, and appropriate Chief Elected Official.

3. Alert hospital of possible victims and, if known, type of contamination they may have.
4. Dispatch ambulance as appropriate.
5. If there is a train wreck, notify the Montana Rail Link Safety Officer, in Laurel, Montana at 628-8012.
6. Keep in contact with the Incident Manager.

INCIDENT MANAGER (Jurisdiction Fire Chief):

Actions en route to the Scene:

- a. Insure law enforcement response for traffic and crowd control.
- b. Have dispatch check weather forecast for area.
- c. Determine geography at scene.
- d. Respond from upwind of an incident.

Actions on Arrival at the Scene:

- a. Risk lives only to save lives.
- b. Determine if hazardous materials are present:
 1. Check rail car or vehicle for placards.
 2. Check for Bill of Lading, if it is a truck. If it is a train, check Waybill or Consist
- c. Determine immediate health/safety hazards.
- d. Restrict access and evacuate if necessary.
- e. Establish a Command Post.
- f. Determine strategy and tactics.
- g. Request assistance as necessary.
- h. Follow Contamination Control and Decontamination procedures.
- i. Supervise/control/coordinate product recovery.
- j. If the chemicals are not identified and the hazards unknown, fight fire as though chemicals are toxic, and likely to have explosive actions.
- k. Inform Emergency Medical Services of contamination hazards.

DISASTER AND EMERGENCY SERVICES (EOC):

1. Contact industry, state and federal authorities to ascertain extent of hazard.
2. Gather all information available on transportation firm involved in incident.
3. Encourage responding agencies to keep track of fiscal considerations.
4. Keep Chief Elected Officials informed.
5. Be prepared to help coordinate an evacuation.
6. Request industry, state or federal aid as needed.
7. Open EOC, if requested.

SHERIFF'S OFFICE:

1. Provide traffic control and incident site security.
2. Implement evacuation procedures through DES and the Chief Elected Officials as necessary.
3. Have a representative at the Field Command Post.
4. Provide assistance to the Incident Manager as requested.

EMERGENCY MEDICAL SERVICES:

1. Hospital:

- a. Implement the Hospital Emergency Operations Plan.
- b. Prepare for casualties.
- c. Prepare for decontamination procedures as needed.

2. Ambulance:

- a. Responsible for triage, treatment, and transportation.
- b. Coordinate with Incident Manager, provide assistance as requested.

PUBLIC INFORMATION OFFICER:

1. Coordinate news media.
2. Coordinate with Chief Executives, Incident Manager and DES Coordinator on news releases and information to the public.
3. Make periodic broadcasts or announcements to the public and press keeping them informed and advised of hazards and conditions and emergency information.

PUBLIC WORKS/ROAD AND BRIDGE:

1. Be prepared to shut down or isolate public utilities and services if threatened with contamination. Assist the Incident Manager as requested.

RADIOLOGICAL INCIDENTS:

Follow the same procedures for hazardous material spills with these added considerations:

1. Isolate the incident area. Rescue the injured and initiate any needed emergency treatment. DETAIN all concerned, unless seriously injured. Cordon off area until a radiological team can be brought in with radiological instruments. This is a highly technical field, and this work must be performed by competent professionals. No material or equipment should be removed from the scene without being surveyed by the monitoring team for contamination.

2. Fires should be fought (following hazardous material precautions), with the minimum dispersal of water or material runoff.
3. No food should be consumed in the incident area.
4. The radiological team will come under the control of the Incident Manager. The team will assume control of the technical operations to test for radiological contamination and initiate decontamination procedures.
5. Depending on the magnitude of the incident, activate the Emergency Operations Center.
6. When victims of the incident involving radioactive materials are taken to the hospital for treatment, be sure the hospital personnel understand that special precautions must be followed because of contamination.
7. Do not clear the scene or assume the incident is closed until radiological operations experts have given their clearance.

Section 6

DAM FAILURE/FLOOD



Portions of Stillwater County are subject to flooding in the event of a failure of the dam located at Mystic Lake. This section will identify response orientated actions to be taken by specific agencies and officials. Mystic Lake Dam is managed by PP and L Montana. Their Emergency Action Plan is located in Stillwater County Sheriff's Office.

INCIDENT COMMAND:

The Stillwater County Sheriff's Office is responsible for Incident Management.

SHERIFF'S DISPATCH:

Maintain communications with reporting officials.

1. Ask where s/he is calling from.
2. How can we get back in touch with him/her?
3. Do they recommend that we evacuate residents?
4. Notify Sheriff, DES coordinator, Mayor and County Commissioners.

INCIDENT COMMANDER (SHERIFF'S OFFICE):

1. Set up Command Post.
2. Keep dispatch informed.
3. Contact DES coordinator.
4. Establish traffic control into affected areas, coordinate evacuation traffic operations.
5. Request support force, as necessary.
6. Initiate evacuation, if needed.
7. Inform other law enforcement, fire, medical, social services and public works of warning and evacuation.
8. Initiate warning.

9. Determine if evacuation is complete.
10. Establish traffic controls to prevent accidental entry into dangerous area(s).
11. Establish surveillance over the evacuated area to ensure security of property and safety of personnel.

DISASTER AND EMERGENCY SERVICES COORDINATOR:

1. Coordinate with Incident Manager and other response and administrative agencies.
2. Maintain communications with the Field Command Post.
3. Notify the Red Cross.
4. Initiate resource management.
5. Identify best evacuation routes.
6. Establish procedures for carrying out evacuation that are consistent with the warning time available.
7. Insure affected public is advised of the need to evacuate, safe end destinations, routes and time available.
8. Establish priorities for evacuation which take into account:
 - a) Time of flooding with respect to other areas.
 - b) Severity of flooding and loss of escape routes.
 - c) Identify areas that will be inundated.
9. Select evacuation destinations for each area to be evacuated, which are safe from flooding, easily identified to the public, and within time and distance commensurate with warning time.
10. Establish reception centers with assistance from the Red Cross.
11. Start recovery phase to initiate and carry out post-disaster actions to maintain public health and return community services to normal at the earliest possible time. Provide aid and assistance in recovery.

CHIEF ELECTED OFFICIALS:

1. Establish procedures for actions to resume provision of utility services including:
 - a. Preparations to be made by property owners.
 - b. System preparation including decontamination of water supplies.
 - c. Sequence and priority for returning services.
2. Establish procedures for returning to normal traffic patterns including:
 - a. Evaluation of road and bridge safety.
 - b. Debris clearance.
 - c. Priority for providing access.
3. Establish procedures for post-flood cleanup including:
 - a. Clearance, collection and disposal of debris and discarded items.
 - b. Street washing.
 - c. Return of material previously reallocated for safekeeping.
4. Establish procedures for management of damaged structures including:
 - a. Identification procedures and evaluation of damage.
 - b. Demolition or temporary repair of hazardous buildings.
5. Identify the sources and programs for recovery assistance and the means of obtaining each including:
 - a. Volunteer organizations.
 - b. Mutual Aid Agreements.
 - c. State Assistance.
 - d. Federal Assistance.
6. Establish procedures for mobilizing assistance from each available source including:

- a. Conditions under which request for assistance will be made.
- b. Channels to be followed to request assistance.
- c. Preparations of necessary disaster declarations or other documentation required for State and/or Federal assistance.

COUNTY ENVIRONMENTAL HEALTH OFFICE:

Establish procedures for actions to preserve public health including:

- 1. Provision of emergency medical services and care for injured persons.
- 2. Procedures for locating missing persons and providing information to friends and relations.
- 3. Collections and destruction of contaminated foodstuffs.
- 4. Disinfection of private water supply sources and systems.
- 5. Inoculations and other preventative medical care.
- 6. Control of insects, vermin and other potentially diseased pests.

RED CROSS, WITH DES:

- 1. Prepare for Reception Centers.
- 2. Estimate the duration and number of evacuees and determine reception center(s) requirements including:
 - a. Number of persons to be housed.
 - b. Number of meals to be served.
 - c. Type and extent of medical care required.
 - d. Required services, equipment and supplies for operation.
 - e. Availability of Reception Centers.
- 3. Select Reception Centers which:
 - a. Have or can provide the necessary equipment and services.
 - b. Are available on short notice for the usage.

- c. Provide sufficient space for required activities.
 - d. Are readily identifiable to the public and accessible from all areas.
- 4. Establish procedures for the operation of Reception Centers including:
 - a. Basis on which Reception Center operations will be activated and terminated.
 - b. Source and means of providing necessary supplies, equipment and services.
 - c. Allocation of space for Reception Center functions.
 - d. Provisions of temporary assistance and information in a long-term recovery.

PUBLIC INFORMATION OFFICER:

- 1. Coordinate news media.
- 2. Coordinate with Chief Executives, Incident Manager, DES Coordinator on news release and information to the public.
- 3. Make periodic broadcasts or announcements to the public and press keeping them informed and advised of hazards and conditions and emergency information.

Section 7

EARTHQUAKE

A major earthquake can cause many disasters. Damage that should be expected is to transmission lines (electric, gas, telephone, water, wastewater and cable communications) and transportation routes (road, rail and airport).



INCIDENT MANAGER

The Stillwater county Sheriff's Office is responsible for Incident Management.

SHERIFF'S DISPATCH:

1. Notify Incident Manager, DES Coordinator, and Chief Elected Officials.
2. Dispatch emergency responders.
3. Provide information about impact and effects of earthquake to responders.
4. Receive field reports and relay information.
5. Contact hospital to standby for possible casualties.
6. Contact utilities.
7. As requested by Incident Manager, call in off-duty deputies and dispatchers.
8. If the earthquake is widely felt, expect a large influx of calls.

INCIDENT MANAGER (SHERIFF'S OFFICE):

1. Dispatch ground and air (if possible) units to assess impact and damage.
2. Establish necessary Field Command Post(s).
3. Secure area(s) that have been heavily affected by damage. Traffic control.
4. Request extra manpower and resource materials.
5. Provide information and coordinate entry routes and staging area(s).
6. Relay information to the EOC.
7. Send a representative to the EOC.

FIRE SERVICES:

1. Responsible for fire suppression and rescue.

Coordinate with Incident Manager for other assignments (closing transmission lines, evacuation areas, traffic control).

DISASTER AND EMERGENCY SERVICES COORDINATOR:

1. Initiate resource management.
2. Coordinate with State and Federal agencies.
3. Contact Red Cross and emergency communications resources.
4. Maintain communications with Field Command Post.
5. Keep news media and public informed.

EMERGENCY MEDICAL SERVICES:

1. **Hospital:**
 - a. Initiate disaster plan.
 - b. Coordinate with Incident Manager and ambulance service.
2. **Ambulance:**
 - a. Coordinate with Incident Manager at the Field Command Post.
 - b. Responsible for triage, treatment and transportation.

COUNTY ENVIRONMENTAL HEALTH OFFICE

1. Disseminate public health information.
2. Control contamination and quarantine procedures.
3. Coordinate with Incident Manager.
4. Assist with location of temporary morgue.

CHIEF ELECTED OFFICIALS:

1. Prepare declarations, proclamations; request aid in accordance with agreements and State and Federal government guidelines.
2. Responsible for the ultimate well-being and safety of the public.

PUBLIC WORKS, ROAD AND BRIDGE DEPARTMENTS:

1. Assist in disaster area damage and impact survey.
2. Develop recommendations to alleviate damages to transportation routes, transmission lines, and public utilities.
3. Maintain contact with Incident Manager.
4. Clear roads, begin emergency repair of water and sewer system.
5. Barricade damaged area(s) as directed.
6. Coordinate usage of public and private equipment and materials in recovery operations.

PUBLIC INFORMATION OFFICER:

1. Coordinate news media.
2. Coordinate with Chief Executives, Incident Manager, and the DES Coordinator on news releases and information to the public.
3. Make periodic broadcast or announcements to the public and press keeping them informed and advised of hazards and conditions and emergency information.

Section 8

BIOLOGICAL EMERGENCY RESPONSE



Adopted, as part of this Stillwater County EOP, is the current “All Hazards Emergency Operations Plan” developed and adopted by the Montana Department of Public Health, Stillwater County Environmental Health Department and the Stillwater County Public Health Nurse. This document is to be attached to the County EOP.

Section 9

MASS CASUALTY INCIDENT



INCIDENT COMMAND:

The Stillwater County Sheriff's Office is responsible for Incident Management.

SHERIFF'S DISPATCH:

1. Confirm report - location and who is calling.
2. Are there injuries - ask estimation - deaths?
3. Is there access to incident site? Best way to get there?
4. Inform Sheriff, Search and Rescue and Highway Patrol.
5. Contact ambulance service and notify hospital.
6. Contact DES Coordinator.
7. Coordinate communications.

INCIDENT MANAGER (SHERIFF'S OFFICE):

1. Set up Command Post at scene.
2. Establish perimeters and initiate communications.
3. Identify staging areas and relay information to responding agencies.
4. Arrange for logistical support.
5. Initiate traffic control.
6. Notify dispatch of the extent of the incident; injuries involved.
7. Coordinate Site Response Management (i.e., triage, treatment, transportation, fire control, security).

EMERGENCY MEDICAL SERVICE:

1. Determine needed number of ambulances and personnel.
2. Activate Disaster Plan (Hospital).
3. Advise Incident Manager of special transportation needs or treatment considerations.
4. Responsible for triage implementation and treatment determination.

DISASTER AND EMERGENCY SERVICES COORDINATOR:

1. Assist Incident Manager with logistics and resources.
2. Inform Chief Elected Officials.
3. Notify Social Services/Red Cross as appropriate.
4. Coordinate communications with Command Post.

FIRE DEPARTMENT:

1. Responsible for fire control at incident location.
2. Have representative with Incident Manager at the Command Post.

PUBLIC INFORMATION OFFICER:

1. Coordinate news media.
2. Coordinate with Chief Executives, Incident manager, DES Coordinator on news release and information to the public.
3. Make periodic broadcasts or announcements to the public and press keeping them informed and advised of hazards, conditions and emergency information.

Section 10

VOLCANO/VOLCANIC ASH



INCIDENT COMMAND:

The Chief Elected Official of each jurisdiction is responsible for Incident Management.

SHERIFF DISPATCH:

1. Read the rest of this plan to help you understand ash fallout and to be able to respond to the public's questions.
2. Notify the Sheriff, DES Coordinator, and Chief Elected Officials.

DISASTER AND EMERGENCY SERVICES COORDINATOR:

1. Notify department heads and public officials.
2. Be prepared to provide information to the public and Chief Executives on how to respond to volcanic ash.

LAW ENFORCEMENT:

Be prepared to initiate Chief Elected Official's resolutions and ordinances pertaining to closures, curfew, traffic control, etc.

FIRE SERVICES:

Be prepared to respond to Chief Elected Official's requests.

COUNTY ENVIRONMENTAL HEALTH:

Assist Chief Elected Officials and DES Coordinator in matters relating to health and welfare of the public at large.

INFORMATION OFFICER:

Citizen information:

1. If ash is falling:
 - Do not panic. Stay calm.
 - Stay indoors.

- If outside, seek shelter (e.g., car, building); use mask or handkerchief/cloth (dampened).
 - If at work, go home if possible, before ash begins to fall. If ash is already falling, stay indoors until the heavy ash is settled.
 - Go directly home.
 - Unless an emergency, do not use the telephone.
 - Use your radio for information.
- 2.** If at home, how to be prepared:
- Have available face masks (should be coded +C21C).
 - Have food stored for two weeks (this should be the case for any contingency).
 - Draw off enough water (1 quart per day per person) in a clean plastic container.
 - First aid kit.
 - Battery operated radio with extra batteries.
 - Lanterns or flashlight with extra batteries.
- 3.** If in your automobile, how to be prepared:
- If possible, get auto inside. Ash is an abrasive.
- 4.** If at home during an ash fall:
- Close doors and windows.
 - Close dampers.
 - Place damp towels at door thresholds and other draft sources.
 - Do not run fans or clothes dryers.
 - Remove ash from flat roofs and rain gutters.
 - Clothes - brush, shake, and presoak because they may gum up.

- 5.** If you are in an automobile during an ash fall:
- If possible, do not drive.
 - Do not speed. Do not follow close behind another vehicle.
 - Change oil and filter right away. Do not drive without an air filter.

Section 11

NATIONAL EMERGENCY



The possibility of an enemy attack seems highly remote to most people. Yet, the threat cannot be ignored, and may in fact be in the form of a terrorist threat. This Contingency Plan will identify procedures and considerations for public officials and organizations.

RADIOLOGICAL EVENT INFORMATION

The chances that the United States will be affected by the detonation of nuclear weapons is extremely remote. However, the fact that thousands of nuclear warheads exist in the world today does not preclude the possibility that the usage of one or more of the devices is possible whether it be an all-out nuclear exchange between the superpowers, terrorist groups carrying out threats via nuclear blackmail, an accidental launch, or the effects of nuclear detonations occurring on the other side of the world. Local government will be hard pressed to provide their constituents with accurate information on the effects of nuclear radiation. This annex organizes the structure for radiological operations and identifies responsibilities and procedures for operating in a radiation environment.

GENERAL:

1. Every political jurisdiction within the State could be subject to the effects of nuclear detonations, especially radioactive fallout.
2. A nuclear attack or accidental launch could occur without warning.
3. Radioactive fallout may affect the county even if the detonations occur in another country thousands of miles away.
4. Local governments may have to operate, without outside assistance, during and after an attack, for prolonged periods of time.
5. Stillwater County is not considered a "High Risk" area by the Federal Government, and therefore is not expected to receive the direct effects of a nuclear attack.

MONITORING

Emergency services (e.g., fire, law enforcement, etc.) that are currently assigned Radiological monitoring sets may be utilized as the radiological reporting net for the county.

COUNTY RESPONSE

Similar to the situation related to hazardous waste incidents, detecting and responding to a radiological release to the environment requires specialized equipment and personnel beyond the capabilities of Stillwater County. Any release or suspected release will be reported to Montana DES for response. Any area suspected of radiological contamination shall be isolated from the public until monitoring and mitigation is completed. Assistance will be contacted by the Incident Commander or the DES Coordinator.

RADIOACTIVE FALLOUT can be categorized into either the early (localized) fallout and the delayed (worldwide) fallout. **Localized fallout** is defined as those particles which reach the earth within 24 hours after the nuclear explosion. The **delayed fallout** consists of smaller particles which ascend into the upper levels of the atmosphere and are carried to all parts of the earth. The delayed fallout is brought down to earth by rain or snow over periods ranging from months to years. **Fallout** is radioactive. Its intensity and hazard to the public is dependent upon the length of time since the nuclear explosion, the distance between the fallout particles and the organism, and the mass (material/substance) between the fallout and the organism.

SHORT-TERM EFFECTS OF RADIATION EXPOSURE

Following are estimated short-term effects on humans of external exposure to gamma radiation from fallout during a period of one week or less. The total exposure is given terms of Roentgens (R), a unit for measuring the amount of radiation a person is exposed to.

0 - 50 R	No visible effects.
50 - 200 R	Fifty percent (50%) may experience nausea; and 5% may require medical attention; no deaths are expected.
200 - 450 R	Most will require medical attention because of serious radiation sickness. Fifty (50%) percent may require hospitalization.
450 - 600 R	Serious radiation sickness; all require medical attention. Death for more than fifty (50%) percent within one to three weeks.
Over 600 R	Severe radiation sickness. One hundred (100%) percent will die within three weeks.

No special clothing can protect people against gamma radiation, and no special drugs or chemicals can prevent large doses of radiation from causing damage to the cells of the body. However, antibiotics and other medicines are helpful in treating infections that will follow excessive exposures (radiation weakens the body's ability to fight infection).

NOTE: People exposed to radiation **DO NOT** become radioactive. Radiation sickness is not contagious or infectious, it cannot be “caught” from another person.

INCIDENT COMMAND

The Chief Elected Officials are responsible for Incident Management.

If an actual nuclear attack occurs, there is little that can be done but take shelter and wait. If an attack is expected, the county will be notified through the National Warning System (NAWAS). The warning will be relayed to every local government through that system with directions to warn the public through established methods (siren, loudspeakers, cable TV, etc.). Simultaneously, commercial broadcasting stations will be notified, and the Emergency Alert System will be activated.

SHERIFF’S DISPATCH:

The county will be notified of a nuclear attack through the National Warning System (NAWAS), as relayed by the Park County Sheriff’s Office. When the warning is received:

1. Inform the Chief Elected Officials.
2. Notify all emergency services agencies.
3. Activate the Civil Defense Sirens.

INCIDENT MANAGER (CHIEF ELECTED OFFICIALS):

County Commissioners and the Columbus Mayor shall initiate the following procedures:

1. Verify, if possible, the authenticity of the NAWAS warning.
2. Verify that the warning of attack is being distributed to the public.
3. Insure that information of evacuation routes, shelter, facilities, etc. is broadcast to the public.
4. Coordinate and communicate with State and Federal agencies as appropriate.

DISASTER AND EMERGENCY SERVICES COORDINATOR:

1. Assist the Chief Elected Officials with recommendations and procedures.
2. Notify the Montana DES Radiological Officer and request assistance.
3. Coordinate the opening, staffing and stocking of shelters.

SHERIFF'S OFFICE:

1. Assist Chief Elected Officials as requested.
2. Provide traffic control.
3. Assist in public information activities.

FIRE SERVICES:

1. Assist Chief Elected Officials as requested.
2. Provide fire control services at shelter facilities.

PUBLIC WORKS/ROAD AND BRIDGE DEPARTMENT:

1. Assist Chief Elected Officials as requested.
2. Perform whatever measure the time allows to protect public services (water supply, etc.) from contamination or damage.

PUBLIC INFORMATION OFFICER:

1. Coordinate news media.
2. Coordinate with Chief Executives, Incident Manager and DES Coordinator on news releases and information to the public.

Section 12

TERRORISM



This annex provides for the organized effort necessary to minimize the effects of civil disturbances/unrest and terrorism. The purpose of this annex is to ensure that the Stillwater County Emergency Operation Plan is adequate to respond to the consequences of terrorism within Stillwater County including terrorism involving Weapons of Mass Destruction (WMD).

1. Terrorism is defined as “The unlawful use of force against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in the furtherance of political or social objectives.” Terrorists often use threats of violence or bio-chemical releases to create fear among the public, to try to convince citizens that their government is powerless to prevent terrorism, and to get immediate publicity for their causes. A terrorist incident may involve a single threat or multiple threats in one jurisdiction or they may target several jurisdictions at the same time. Although all threats of terrorism do not actually present real danger to the public or responders, all threats require prompt action coordination, and communication across agencies as necessary to protect the public and first responders from credible terrorism acts such as bombs at pipeline or tank farms, chemical and biological warfare. It is also important to remember that terrorists often choose targets that offer little danger to themselves and areas with easy public access.
2. Unrelated groups and individuals have found a common cause in their deep distrust of the government and their eagerness to fight back. The result is a noticeable rise in activity of unregulated state militia, white supremacist groups and anti-government extremists on a nationwide level. Activities by such groups run the gamut from peaceful and orderly public demonstrations to sudden eruption of violence, accompanied by arson, looting and assault, as well as the deliberate release of hazardous materials.
3. Terrorism is a federal crime and the FBI has the lead for *Crisis Management* while FEMA is the lead agency for *consequence management* on terrorist events. Terrorists use many different types of weapons including explosives, kidnapping, hi-jacking, arson, or shootings, as well as the weapons B-NICE (biological, nuclear, incendiary, chemical and explosive. Radiological, biological or chemical agents are also possible weapons.
4. Response agencies in Stillwater County have some required training and equipment to respond to an NBC incident such as HazMat training and Radiological detecting equipment. However, because Stillwater County doesn’t have an adequate number of trained personnel and equipment for NBC incidents, our principal responsibility is to call those agencies/response teams who have the appropriate training and equipment.
5. Stillwater County is not considered to be at high risk for civil unrest incidents or terrorism. However, there are several risks including the Stillwater Mine, the Montana Silversmiths, the SMC Smelter, along with their refinery, laboratory, and storage facility, railroads and

highways crossing through Stillwater County, the airport, pipelines, utility power lines, proximity to federal land, the Mystic Lake Dam and other waterways, and infrastructure, such as transportation systems from the East to West sides of the county.

6. Recent bombing incidents have shown there can be a sequence of events carefully timed to inflict further harm on those whose job it is to respond to assist others. Additional hazards may include: armed resistance, use of weapons, booby traps, and secondary events/devices.
7. Stillwater County will utilize the Incident Command System.

ASSUMPTIONS

1. This plan will go into effect when a WMD incident has occurred or a credible threat has been identified.
2. All operations will take place under the ICS described in the Emergency Operation Plan for Stillwater County.
3. The size and geographic location of a community are not necessarily the deciding factors as to when and where an incident may occur.
4. Certain types of facilities are more vulnerable than others. These include federal, state and local government buildings, schools, nuclear power facilities, power plants, substations and transmission lines, pipelines, refineries, and gas plants. Likewise, certain groups of individuals are more likely to be targets. These include public servants, especially those whose duty it is to enforce the law, politicians, and employees of federal agencies.
5. CEO's and law enforcement may have an opportunity to analyze conditions during a preliminary negotiation stage thus allowing for the notification of key officials and departments concerned with routine dissemination of information. Should violence erupt, people are better able to respond.
6. Officials in local government have the responsibility for protecting life, property and the environment. In addition, they have the responsibility for keeping citizens informed of possible community disruption and danger.
7. No single agency at the local, state, federal or private level possesses the authority and the expertise to act unilaterally on many difficult issues that may arise in response to threats or acts of terrorism. The initial actions taken by responding agencies will affect the final outcome of this type of incident.
8. State and federal response teams and other support agencies will respond with technical expertise and resources upon request by local officials.
9. As the local, state and federal responders will be working together, they will define working perimeters that may overlap. Perimeters may be used to control access to the area, target public information messages, assign operational sectors among responding

organizations, and assess potential effects on the population and the environment. Control of these perimeters may be enforced by different authorities who will impede the overall response if adequate coordination is not established.

10. There will be a stronger reaction (i.e. fear) to a terrorist incident from the public than with other types of incidents.
11. An act of terrorism, particularly if involving WMD, may overwhelm local and state governments almost immediately.
12. The federal government may also be overwhelmed, especially if multiple locations are affected.
13. If appropriate personal protective equipment is not available, entry into a contaminated area (i.e., a hot zone) may be delayed until the material dissipates to levels that are safe for emergency response personnel. Responders should be prepared for secondary devices.
14. With a Bio-Terrorism event, the onset may first be recognized by Public Health Agencies and departments, County Nurse, doctors, hospitals, etc. Due to the enormous risk of life and property, supplemental response by state and federal agencies is critical. They will be notified immediately so they can more expediently be dispatched should the need arise. It is important that local jurisdictions coordinate and cooperate closely with the County and State Disaster and Emergency Services, the FBI, Montana Department of Public Health and Human Services, the U.S. Environmental Protection Agency, the Department of Livestock and the Department of Agriculture. State and federal agencies can readily be accessed through the **State DES Division duty officer at 406-841-3911**. In some cases when the mechanism to disperse is WMD and a chemical agent is involved, Stillwater County will respond under the guidelines of the Hazardous Material Annex along with guidance from the Department of Public Health and Human Services.

CONCEPT OF OPERATIONS/PROCEDURES

1. All first responders establish and develop a communication link with the ICS.
2. All appropriate means will be used to deter, defeat and respond to all terrorist attacks, within our jurisdiction boundaries, against all resources, both people and facilities. We will attempt to reduce vulnerabilities to terrorism, will try to deter terrorist acts and respond if terrorist attacks occur. Policies will not be affected by terrorist acts and terrorists and their sponsors will be dealt with vigorously to reduce their capabilities and support. Terrorism will not be allowed to succeed. Pursuit, arrest and prosecution of terrorists are of the highest priority.
3. The goal during the immediate response phase of an incident shall be to terminate terrorist attacks so that terrorists do not accomplish their objectives or maintain their freedom, while seeking to minimize damage and loss of life and provide emergency assistance. In a hostage situation, our responsibility is life safety -- of the hostage, the public and the responders. Although we will make no concessions to terrorists, lines of communication

with terrorist leaders will be maintained. If hostage negotiations are required, law enforcement personnel have the authority to call for assistance.

4. Pursuant to PDD – 39, the FBI has Federal lead responsibility for crisis management to threats or acts of terrorism that take place within the United States territory.
5. First responders involved in a terrorist incident become part of the crime scene. Law enforcement personnel will likely interview you. You may be required to testify in court as to what you saw, did and did not do.
6. The Incident Command System (ICS) that was initially established likely will transition into a Unified Command System (UCS) as mutual-aid partners and State and Federal responders arrive to augment the local responders.
7. Incidents involving nuclear materials implement the Radiological Annex to coordinate radiological response with respect to assessment, monitoring, protective actions, and public information release (See Radiological Annex; County EOP; pg 80).
8. Incidents involving biological or chemical material require coordination within local/state public health officers regarding threat assessment consultation, agent identification, epidemiological investigation, hazard detection and reduction, decontamination, public health, medical and pharmaceutical support operations and release of public information (See Public Health Emergency Annex, County EOP).
9. Incidents involving hazardous material (as defined under CERCLA and EPA) implement the Hazardous Material Annex with respect to containment, control and cleanup, protective actions and release of public information (See Hazardous Materials Annex; County EOP; pg 25).
10. Incidents involving weapons of mass destruction require coordination with local, state and federal law enforcement agencies regarding threat credibility assessment. Weapons of mass destruction are defined as any destructive device – explosive, incendiary, poison gas, bomb grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge or more than one-quarter ounce, mine or device similar to the above – capable of causing a significant destructive event, any weapon involving a disease organism or any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.
11. In a terrorist incident, the area of operations is potentially a crime scene, hazardous material site and a disaster site. Operational boundaries need to be defined with common terminology and procedures for officials responding to the crime, the hazardous material incident and the disaster. These boundaries may be used to control access to the area, target public information messages, assign operations sectors among responding organizations and assess potential effects on the populations and the environments.
 - a. The Crime Scene Boundary defines the law enforcement scene. Access to the scene may be restricted on law enforcement authority. Response activities within

the crime scene may require special procedures in order to protect evidence collection.

- b. The Hazardous Material Boundary defines the hazardous material site, which may be referred to in technical operations as the “working point” (nuclear) or the “hot zone” (biological/chemical). Depending on the spread of contaminants, this site may include some portions of the crime scene and surrounding community. Access into this area may be restricted to personnel wearing protective clothing and using decontamination procedures.
 - c. The Disaster Boundary identifies the community-at-risk, which may need to take protective actions such as shelter, evacuation or quarantine. Access into this area may or may not be restricted on the authority of local (or state) health officials.
 - d. Because of a lack of appropriate personnel protective equipment, entry to contaminated areas needs to be delayed until the material dissipates to safe levels or until the proper equipment and technical experts arrive.
12. The dissemination of accurate, timely public information is of utmost importance to minimize fear in the general population and reduce problems related to rumor control.

COMMAND AND CONTROL

The **Incident Commander** shall be the law enforcement agency of jurisdiction and shall coordinate the efforts of Stillwater County and Town of Columbus staff.

External agencies providing health and medical support during emergencies are expected to conform to the general guidance provided by senior decision-makers and to carry out mission assignments directed by the Incident Commander (IC). However, organized response units will normally work under the immediate control of their own supervisors.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITY

Dispatch Center

- 1. Receive and confirm the report.
- 2. Given responsibility of maintaining communication with the ICS.
- 3. Obtain pertinent information.
 - a. Determine from the caller: the location and the extent to which the material

threatens or has/or will impact people or the environment, and remind caller not to go near scene.

- b. In the event of a bomb threat that is called into dispatch, keep the caller talking. For additional questions follow the Standard Operating Guidelines for Bomb Threats (See Bomb Threats and Physical Security Planning, Montana Local Government Disaster Information Manual, Attachment 1).
 - c. Dispatch law enforcement, fire department, and emergency medical services of the jurisdiction closest to the incident. **Remind responders of known hazards (explosives, bio-terrorism, etc.) and to be alert for secondary devices.**
4. Notify Sheriff and/or Chief of Police, DES and Chief Elected Officials.
 5. Coordinate and maintain communications internally and externally.
 6. Maintain logs of the incident progress for recordkeeping and liability purposes (See Tab C, County EOP).

Law Enforcement (Incident Manager)

1. Determine if the terrorism threat is credible (See Flow Chart, Attachment 3).
2. Operate under the ICS and set up an Incident Command Center at the scene.
3. Isolate the area and deny entry. Ensure security of the scene, and establish and secure the outside perimeter.
4. Be aware of potential situations or groups, within the jurisdiction, that may pose risks for civil unrest or terrorism and mitigate the possibility of such an incident, to the extent possible.
5. Once such groups are known to exist within the county, identify potential facilities or activities that may become targets of terrorist acts.
6. Prevent unlawful traffic in firearms and explosives.
7. As for the potential as an incident develops, law enforcement may request departments/agencies to increase departmental readiness. Pre-positioning of key resources, pre-identification of sites for staging areas and special training and/or operational drills may be necessary.
8. Assess the situation – type, cause (accidental or intentional), and status (static or dynamic and expanding). Incident factors are dynamic and must be evaluated and reevaluated throughout the entire incident.
9. Set incident priorities – life safety for both responders and the public; protecting critical

systems such as infrastructure, transportation, public services and communications networks; and incident stabilization.

10. Estimate potential incident course and harm – the probable course that the incident will take and the probable harm or damage that is likely to occur.
11. Gather witness statements and observations, and document those reports.
12. Determine strategic goals and tactical objectives (See Tab 4 on the Incident Command System, Planning and Responding to Terrorism/Weapons of Mass Destruction; pg 4-13).
13. Assess resources and request support from other response agencies as immediate needs dictate. As needed, request appropriate state, then federal, tactical, technical, scientific and medical support. All requests for resources shall be coordinated with DES.
14. Evidence preservation:
 - diagram the area
 - photograph the area
 - prepare a narrative description
 - maintain an evidence log
15. If the threat involves a suspicious package, obtain it and have the contents tested in a laboratory within 48 hours to ensure no victims have been potentially exposed to harmful substances (See Anthrax Threat Guide for Montana; County EOP; pg 3).
16. Prepare for mass arrests.
17. Coordinate emergency evacuation, if needed (See Evacuation Annex; County EOP; pg 64, 68).
18. Keep DES and Chief Elected Officials informed.

Disaster and Emergency Services

1. Make appropriate notifications, coordinate needs and respond to calls (See Hazardous Materials Incident Contingency Plan, County EOP, pg 28; also see National Emergency Contingency Plan, County EOP, pg 51).
2. Maintain communications with Incident Commander.
3. Determine jurisdictional status of the areas of involvement.
4. Notify the Attorney General's Office and the Criminal Investigation Bureau.

Chief Elected Officials (CEO's)

1. Report to the Incident Command Center, if activated.
2. Coordinate direction and control activities with the Incident Commander and DES.
3. Assure necessary resolutions/declarations are made based on the scope of the incident.
4. Issue necessary proclamations and/or orders.
5. Officially request assistance from private, county, state and federal sources as needed.
6. Ensure appropriate news releases and emergency public information is being disseminated.
7. Order an evacuation, if necessary (See Evacuation Policy; County EOP).
8. Order the opening and closing of public shelters.

County Attorney

1. Advise the County Commissioners on legality of the terrorist incident.
2. Review and assist with memorandums of understanding between the different agencies involved.

Emergency Medical Services

1. Respond and provide assistance as requested specifically through the ICS.
2. Keep in mind that the recognition, collection, and preservation of physical evidence may be the only means to identify and successfully prosecute those responsible.
3. Triage, treatment and transportation of victims.
4. Alert hospital of possible victims, type of injuries and contamination, if known. Follow Standard Operating Procedures.
5. The senior EMS person will report to the Incident Command Post for briefing by the Incident Commander and assignment. This senior emergency medical responder of the jurisdiction in which the incident occurred will advise the Incident Commander concerning the medical considerations at the scene.
6. All other EMS equipment and personnel will report to the Staging Area.
7. Treat incident as a crime scene.

8. Coordinate with Incident Commander regarding decontamination procedures. Follow all protocols on how to handle a contaminated victim. Undergo field decontamination by the Fire Department.
9. The Emergency Medical personnel will also work closely with the Health Department in response to any and all terrorism threats.

Stillwater Community Medical and Veterinary Facilities

1. Respond and provide assistance as requested specifically under the direction of the ICS.
2. Initiate the Emergency Medical Operations Plan.
3. Coordinate and provide patient management services.
4. Coordinate with ambulance service regarding possible victims, potential injuries and contamination.

Fire Services

1. Respond to fires and provide assistance as requested specifically and under the direction of the ICS.
2. Assist with containment and control of hazardous materials as appropriate.
3. Coordinate with the Incident Commander regarding decontamination procedures.
4. Assist with evacuation.

Search and Rescue

1. Respond and provide assistance through authorization by the ICS.

Public Health (Sanitarian/Public Health Nurse/Public Health Officer)

1. Coordinate mass care with DES, CEO's, Red Cross and Social Services.
2. In the event of a deliberate release of hazardous substances or chemical or biological agents, coordinate with local response agencies, state and federal environmental departments and agencies.
3. The Public Health Staff conducts ongoing patient surveillance for symptoms related to terrorism.
4. Following the act of terrorism, as a precaution and due to flu-like symptoms of some biological reactions, the Public Health Nurse and hospital are encouraged to notify Law enforcement of any flu-like symptoms the victim may be experiencing.

5. The Public Health Officer is responsible for establishing isolation or quarantine.
6. The Stillwater County Sanitarian is responsible for working with public works to provide sources of clean water.

Public Works/Road Department

1. Respond and provide assistance through authorization by ICS.
2. Provide personnel, equipment and materials for barricading and containment and control of hazardous materials.
3. Public Works crews must be trained and equipped to support fire, EMS, and law enforcement in conducting search and rescue operations as well as traffic control. They must operate under the ICS and UCS.

Public Information Officer

1. Reports only to the Incident Commander.
2. Keep media informed given information released by only the Incident Commander.

VOAD Organizations (Red Cross, etc.)

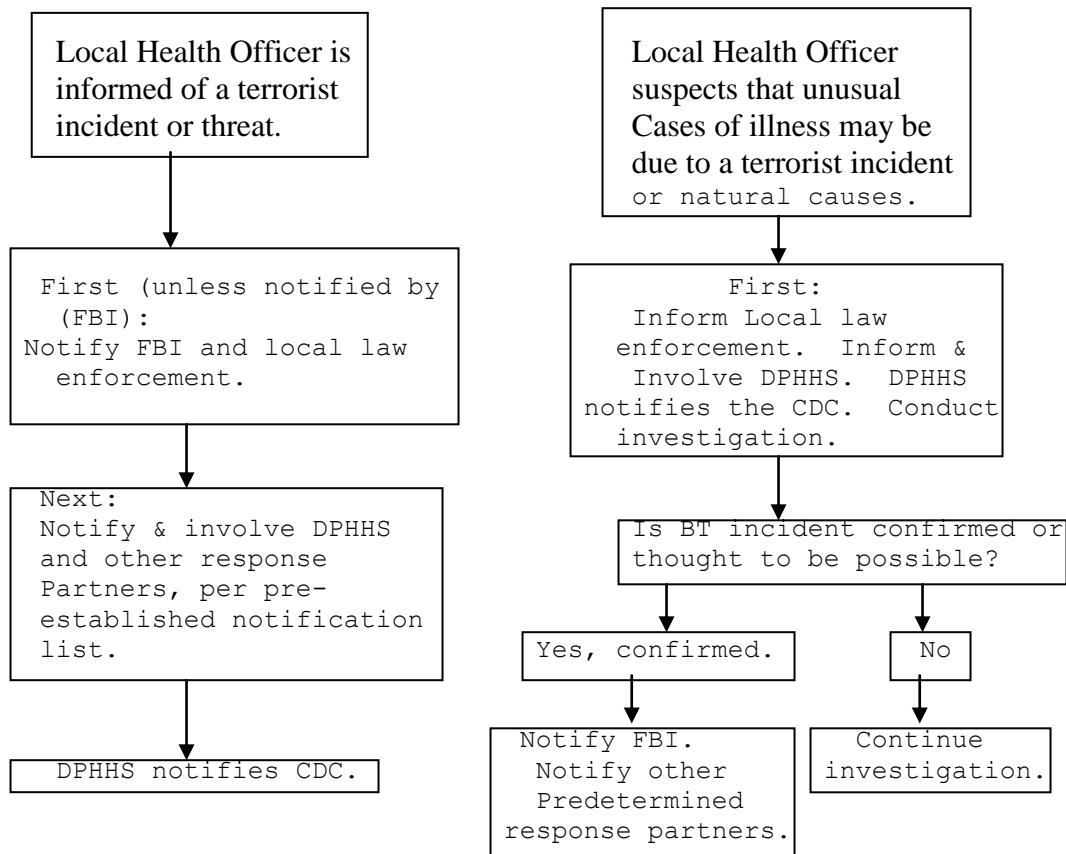
1. Coordinate mass care (feeding, sheltering, etc.) with the Incident Commander following decontamination in order to prevent damage from the hazard agent, either to the victims themselves or to the care providers.
2. The Red Cross representative to Stillwater County is Gene Gunter; cell 860-3022 and home 633-2807. The Executive Director of Red Cross in Billings is Kristie Boelter; 245-3512 and cell, 690-0524.

ADMINISTRATION AND LOGISTICS

The EOC is responsible for maintaining records and reports associated with tracking status and events. Each department should maintain records and reports appropriate to their department. There are many factors that make response to a terrorist incident unique. Unlike some natural disasters, the administration and logistics for response to a terrorist incident require special considerations. There may be little or no forewarning, immediately obvious indicators, or knowledge available to officials and citizens. Because the release of a WMD may not be immediately apparent, caregivers, emergency response personnel, and first responders are in imminent danger themselves of becoming casualties before the actual identification of the crime can be made. Incidents could escalate quickly from one scene to multiple locations and jurisdictions.

**RECOMMENDED NOTIFICATION
PROCEDURES FOR LOCAL AND STATE
HEALTH DEPARTMENT LEADERS IN THE
EVENT OF TERRORIST INCIDENT**

Note: For purposes of clarity, only communications by local and state health officials are diagrammed. This notification will be linked to and coordinated with other federal guidance. From the health officer's point of view, the notification algorithm starts as follow:



Section 13

BOMB THREATS



- A. If you observe a suspicious object or potential bomb on, DO NOT HANDLE THE OBJECT! Clear the area immediately and call the Police.
- B. Any person receiving a phone call bomb threat should ask the caller:
 - 1. When is the bomb going to explode?
 - 2. Where is the bomb located?
 - 3. What kind of bomb is it?
 - 4. What does it look like?
 - 5. Why did you place the bomb?
- C. Keep talking to the caller as long as possible and record the following:
 - 1. Time of call.
 - 2. Age and sex of caller.
 - 3. Speech pattern, accent, possible nationality, etc.
 - 4. Emotional state of the caller.
 - 5. Background noise.
- D. Police Officers will conduct a detailed bomb search. Employees are requested to make a cursory inspection of their area for suspicious objects as they evacuate and should report the location of any such suspicious objects to Police. DO NOT TOUCH THE OBJECT! Do not open drawers, cabinets, or turn lights on or off.
- E. When the building evacuation alarm is sounded or an emergency exists, walk quickly to the nearest marked EXIT and alert others to do the same.
- F. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING!** Remember that elevators are reserved for emergency services personnel. **DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.**
- G. Once outside, move to the building's designated evacuation assembly point at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- H. If requested, assist Emergency crews as necessary.
- I. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by an official.

IMPORTANT: After any evacuation, report to your designated evacuation assembly point. Stay there until an accurate **HEADCOUNT** is taken. The Building Safety Officer will take attendance and assist in accounting for all building occupants.

Appendix 1

STILLWATER COUNTY EVACUATION POLICY

During a period of emergency, it may be necessary to relocate the populace to unaffected areas or into shelter facilities. This policy will identify the responsibilities for primary agencies involved in the evacuation process and provide information.

The ultimate responsibility for ordering an evacuation rests with the Chief Elected Officials, that is, the County Commissioners or the Mayor of Columbus, depending on jurisdiction. The Sheriff's Office can authorize and conduct an evacuation under emergency circumstances.

Evacuation decisions depend on the hazard confronting the populace. Several considerations must be addressed.

- a. Magnitude and type of hazard.
- b. Impact on population.
- c. Time until onset of disaster.
- d. Duration.

Very important elements in an evacuation are warning and public information. If an evacuation is ordered, shelter facilities must be identified, prepared, and staffed to accommodate evacuees.

Any evacuation which must utilize the highway system must be coordinated with the Montana Highway Patrol and Montana Highway Department.

ASSIGNMENT OF RESPONSIBILITIES:

The Chief Elected Officials can order evacuation of an area, if the situation warrants such action (10-3-406, MCA).

- 10-3-406. Authority of principal executive officer.** Upon the declaration of an emergency or disaster under [10-3-402](#) or [10-3-403](#) and the issuance of an order as required by [10-3-404](#), the principal executive officer may:
- (1) direct and compel the evacuation of all or part of the population from an emergency or disaster area within that political subdivision when necessary for the preservation of life or other disaster mitigation, response, or recovery; and
 - (2) control the ingress and egress to and from an emergency or disaster area, the movement of persons within the area, and the occupancy of premises therein.

The Chief Elected Officials will:

1. Pass a resolution ordering an evacuation, including the time and date, location parameters, and the reason for evacuation.
2. Release or delegate the release of emergency public information to the media concerning evacuation or shelter operations
3. Order the opening and closing of public shelter
4. Coordinate the provision of security for evacuated areas
5. Request State and/or Federal military assistance to assist in evacuation and security operations to supplement law enforcement capabilities, when necessary.
6. By subsequent resolution, will determine the phasing and timing for the reoccupation of evacuated areas and provide necessary information to the media.

The Disaster and Emergency Services Coordinator will:

1. Recommend to elected officials areas in need of evacuation, evacuation routes, timing of evacuation and target location for evacuees.
2. Recommend to the mayor/county commissioners the opening of appropriate shelters.
3. Provide the mayor/county commissioners the priority and use of available mass transportation for people without access to private automobiles.
4. When authorized by the mayor/county commissioners, contact the American Red Cross and other volunteer organizations and identify the location, contact point, and opening date of evacuation shelters. Request their assistance in shelter operations.
5. Notify the State Disaster and Emergency Services.
6. Publicize evacuation orders through the Telephone Notification System, the media, the Emergency Alert System (EAS) of the National Weather Service, the county website, and posting in the lobby of the courthouse or town hall.

The Sheriff's Office will:

1. Recommend to the mayor/county commissioners the necessity for requesting additional manpower from State and/or Federal military forces to assist in evacuation and/or security of evacuated areas.
2. Establish roadblocks to control entry into and exit from evacuated areas and implement an emergency pass system.
3. Designate a representative to work with the mayor/county commissioners on overall coordination of evacuation operations.
4. Establish an On-Site Command Post with the necessary communications to advise the mayor/county commissioners.
5. Determine appropriate procedures and priorities for use of personnel to implement evacuation orders.
6. Monitor mass transport needs of vehicles for special group evacuation (i.e. schools, hospital, rest homes).
7. When an emergency or disaster requires quick and direct action, an evacuation may be ordered. The Chief Elected Official must be notified at the earliest opportunity.

The Fire Department will:

1. Designate an individual to represent the department and work with the mayor/county commissioners to coordinate the use of personnel and resources.
2. Provide personnel to assist in house-to-house notification of ordered evacuations.
3. Make recommendations to law enforcement officials and/or the mayor/county commissioners on the necessity of areas to be evacuated.
4. Assist in the traffic control of evacuated areas.
5. Assist in providing security for evacuated areas.

The County Public Information Officer will:

1. Write and issue news releases to all local media regarding the details of an evacuation.
2. Be a contact person for the media questions regarding evacuations.
3. Assist county DES in maintaining the evacuation map displays in the courthouse lobby for the public.
4. Assist county DES in activating the Emergency Alert System with the National Weather Service by providing news release documents.
5. Email news releases to anyone on the DES email list serve, including individuals in the county Emergency Operations Center.

Notification Procedures

Timely public notification of an evacuation is crucial. Since there is no single method of public notification that is 100% effective, Stillwater County will use the following methods concurrently:

1. The Telephone Notification System is implemented by trained and authorized staff in the Sheriff's Office, the Columbus Police Department, or the county Office of Disaster and Emergency Services. The policies of this system are attached to this Evacuation Policy.
2. A news release to all local media is issued by the county Public Information Officer or the DES Coordinator, which describes the critical information needed for public evacuation and shelter.
3. Implementation of the Emergency Alert System of the National Weather Service, which will provide notification information on all radio and television frequencies, as well as through weather alert radios. County DES will be responsible for this implementation.
4. Door to door evacuation notices will be implemented whenever possible, to be implemented by the Sheriff's Office through the county Search and Rescue.
5. The county website will be updated regularly with current information on the status of evacuations and hazard conditions. Maps outlining evacuation areas and escape routes will be posted.
6. Evacuation area maps will be posted in the courthouse or town hall lobby during an evacuation.

Appendix 2

SHELTERS

The Stillwater County Pavilion, usually called the Little Metra, is the designated public shelter in the county. It is located on the county fairgrounds at 5th Avenue and 4th Street in Columbus. The county has a formal agreement with the Red Cross to operate this site as a public shelter.

1. Shelter/mass care operations and staffing is a mandated responsibility of the American Red Cross. Their extensive resources and expertise are available upon request. The Red Cross representative to Stillwater County is **Gene Gunter at 860-3022**.
2. Effective public information is necessary to inform the populace of the shelter/mass care facility.
3. Supplementary food and other needed supplies are authorized for purchase by the county in emergency circumstances.
4. Public schools and churches may also be recruited for shelters.

SHELTERS IN STILLWATER COUNTY

<u>FACILITY</u>	<u>LOCATION</u>	<u>SERVICES</u>	<u>CAPACITY</u>	<u>PHONE</u>
Stillwater County Pavilion	328 E 5 Ave Na,b,c Columbus	200		322-4546 or 322-8035
Columbus High School	224 4 Ave N Columbus	a,b,c,f-1	100+	322-5371
Columbus Elementary	218 E 1 Ave N Columbus	a,c,f-1	100	322-5371
Absarokee High School	S Woodard Absarokee	a,b,c,f-1	100	328-4581
Park City	10 2 Ave SW	a,b,c,f-1	100	633-2350

a = heat

b = food preparation

c = water

d = private well

e = emergency power (generator)

f = radiation protection (protection factor number)

*Protection factor 1 = 1 –39; 2-3 = 40 to 99; 4=100 plus

Appendix 3

Stillwater County Internal Methods and Procedures for the Emergency Telephone Notification System

1) What is the Emergency Telephone Notification System?

A system provided through contract with Qwest Communications and Intrado to provide a automated emergency notification via land line telephone. This system can be activated by predesignated local officials to notify telephone subscribers in any area of Stillwater County of a disaster, missing person, or other emergency.

2) Who authorizes an event launch?

The Sheriff, Police Chief, a County Commissioner, or a Mayor can authorize a launch of the system.

3) Who performs the event launch?

The Sheriff, Police Chief, Sheriff's Administrative Assistant, County Disaster Emergency Services Coordinator, and the Geographic Information System Coordinator are trained to activate a launch.

4) What is the process for event launch notification?

For an **evacuation**; after an evacuation order has been authorized by an appropriate elected official, the sheriff or Police Chief may activate a launch. For non-evacuation notifications, the Sheriff or Police Chief can activate the system when appropriate.

5) What other emergency notification devices are available and can be used in conjunction with the Emergency Telephone Notification System?

The Emergency Broadcast System through AM and FM radio, any available telephone call up trees in order to include individuals with only cell phones, and public address systems such as patrol cars and other emergency vehicles.

6) What is the schedule for regular procedure and system testing?

Log-in procedures will be tested monthly. There will be an annual live test of the system.

7) Who is responsible for training new internal users as personnel changes occur?

The Sheriff's Administrative Assistant will train new users.

8) How and where is the necessary documentation displayed for launch personnel?

Each authorized user will carry a laminated card listing procedures. Procedures will also be posted at the dispatch terminal and the computer terminals of each authorized user.

9) How is the Project Manager notified of personnel changes?

The Sheriff will know of key personnel changes.

10) What is the process for ongoing GIS error correction and referral?

The Sheriff and GIS Officer will report road changes to Intrado. Intrado will send monthly correction documents to the GIS Officer for inclusion into the system.

Appendix 4

EVACUATION RECOMMENDATIONS FOR RESIDENTS

Should an evacuation of the area become necessary, the following guidelines and procedures can help ensure a safe, orderly, and effective evacuation process.

RECOMMENDATIONS

1. If you have transportation problems, special needs or need any assistance please notify the Stillwater County Emergency Hotline at 322-8065 or the Stillwater County Sheriff's Office at 322-5326.
2. Try to have a full tank of gas in your vehicle at all times.
3. Have personal items for a stay of several days ready to go, including a batter-powered portable radio.
4. Residents should prioritize their belongings in comparison to their ability to move out quickly. Obviously, everything you own cannot be taken to safety. You should think about, and perhaps even list the things that are most important to you in order of priority, and how much can be hauled in the family vehicles. You should also consider special medications you or your family might need.
6. Residents should turn off the gas to the house if possible and close up the house as they leave. We recommend that you leave your house unlocked.
7. Residents will be kept up-to-date via news releases from the Stillwater County Emergency Operations Center and with updates on the Stillwater County website at www.stillwater.mt.gov.
8. A restricted emergency access permit may be issued by the Sheriff's Office allowing restricted conditional access at the Sheriff's discretion. For more information contact the Sheriff's Office at 322-5326.

Preparing for an Evacuation

WHAT SHOULD YOU DO FOR YOUR FAMILY?

- X Pack important identification papers and cards
- X Pack important insurance and business papers
- X Pack special family heirlooms
- X Pack personal effects and clothing for each family member to last several days
- X Pack entertainment items for young children
- X Don't forget arrangements for pets
- X Keep vehicles full of gasoline
- X Listen to the radio and watch the news. Which radio stations are best about carrying news on the various areas of Stillwater County? Might be helpful to list the frequencies. I realize this is a problem, but radio stations differ.
- X If you or a member of your family is handicapped, please advise us

WHAT SHOULD YOU DO FOR YOUR HOME?

- X Mow grass; clear all dry debris, branches, etc. near and on top of the house
- X Water area surrounding the house
- X Lay garden hoses and sprinklers strategically to water lawn and roof quickly
- X Be prepared to close all windows and remove curtains
- X Relocate livestock

WHAT SHOULD YOU DO IF ACTUAL EVACUTATION OCCURS?

- X Listen to the radio and watch the news
- X Gather your family and pets, ***important*** documents/personal belongings, etc., into vehicle ***if time permits***
- X Close house windows and remove curtains/drapes: turn lights on; leave doors unlocked.
- X Turn on water sprinklers
- X Evacuate; check-in at the closest "check station" or call the shelter contact after your departure to inform them of your relocation status so we can track the safety of all residents!

SHELTER IN PLACE ASPECTS OF A SAFE STRUCTURE OR AREA

In the event an escape route is compromised by a large wildfire and it becomes necessary to shelter in place consider these factors when making shelter in place decisions.

- The number of people and size and location of the buildings and defensible space.
- Defensible space. It is recommended each building should be at least 30 feet from direct flame impingement of a fire. This would include any flashy fine fuels such as heavy overgrown tall grass.
- An adequate water supply that doesn't rely on electricity.
- Structures should not have too many large windows and should face away from the likely path of a fire.
- Buildings should be constructed of non-flammable materials. This is especially important for the roof.
- The slope a building is on will have a large effect on how the fire approaches. The farther up a steep slope the more vulnerable the structure becomes.
- Seal any vents or eaves and shut down anything that moves air in or out of the structure.
- Disperse any piles of fuel near buildings. This would include wood piles or lumber piles located close to buildings.
- Decks are also prone to catch burning embers. This would include any furniture on the decks and also anything under them.
- The time scale of the fire exposure and the amount of nearby fuels.
- The age and vulnerability of the threatened population.
- Any communications capabilities such as emergency scanners or reliable radio or phone communication capabilities.
- How soon the fire will impact the area and its path in relation to the chosen shelter location.
- Any prior training or experience in surviving a wildfire.

KEEP IN MIND

- A building is better than a vehicle for surviving a wildfire.
- The fuel loading surrounding the building is key to how fast it will burn and how much smoke or how little oxygen will be present.
- Being able to breath clean air is as critical as surviving heat.
- Heavy fuels could keep the intensity of the fire going for several hours, thus lowering chances for survival.
- The fire will lay down sometime in the night. It is likely that fire-fighting agencies will arrive and escort you from the area.
- Keep Calm, Think Clearly, and Act Decisively.

Appendix 5

EVACUATION AUTHORITY

Montana Code Annotated 2005

[Previous Section](#) [MCA Contents](#) [Part Contents](#) [Search](#) [Help](#) [Next Section](#)

10-3-406. Authority of principal executive officer. Upon the declaration of an emergency or disaster under [10-3-402](#) or [10-3-403](#) and the issuance of an order as required by [10-3-404](#), the principal executive officer may:

(1) direct and compel the evacuation of all or part of the population from an emergency or disaster area within that political subdivision when necessary for the preservation of life or other disaster mitigation, response, or recovery; and

(2) control the ingress and egress to and from an emergency or disaster area, the movement of persons within the area, and the occupancy of premises therein.

History: En. Sec. 5, Ch. 71, L. 1987; amd. Sec. 5, Ch. 595, L. 1989.

Provided by Montana Legislative Services

<>

Appendix 7

Stillwater County

EVACUATION TRIP PERMIT

Name: _____ Date: _____

Destination: _____ Phone: _____

Home Address: _____ Phone: _____

Next of kin: _____ Phone: _____

Additional Information: _____

Signature: _____ Date: _____

Time in: _____ Time out: _____

Approved by: _____ Position: _____

Appendix 8

ROAD CLOSURE PROCEDURE



Purpose and Authority

The purpose of this document is to provide a written procedure for coordinating local and state resources needed to protect life-safety of the traveling public and emergency responders during the closure and re-opening of any state highway.

Montana Code Annotated gives authority to the Montana Department of Transportation (MDT) for closing a state highway. MDT officials recognize that in some cases local or state law enforcement may need the authority for road closures to protect the life and safety of the public.

Situation

Often times, vehicle wrecks, bridge collapses, or hazardous material spills can close roadways to traffic. In these instances, coordination between local and state agencies happens after the roadway is already blocked. Other situations also exist where the roadway closures are required due to dangerous conditions such as winter storms that create extremely poor visibility, or wildland fires approaching the roadway. Under these and other approaching hazardous situations, coordination between agencies is also required in advance of the road closure to best provide for public and responder safety. It is expected that traffic will be rerouted around closures whenever possible.

Procedure

1. On-site emergency personnel will make the decision to close the road. On-site personnel may include local law enforcement, Montana Highway Patrol, MDT personnel, Incident Management Team personnel, and other emergency responders.
2. One person on-scene will be designated in charge. In most situations, the person in charge may be the incident commander, but depending on the incident, the person in charge may carry a different title.
3. The person in charge is responsible for ensuring that the proper agencies are immediately informed about the closure. These agencies should include, but are not limited to: surrounding counties that could be affected by the closure; MHP, MDT, and/or State DES. If no MDT representative is on-scene, contacting the nearest MDT district office should be a priority so that MDT personnel can mobilize signs.
4. Information provided to all agencies will include: the location and reason for the closure, the estimated duration of the closure (if possible), if and where traffic can

- be rerouted, and the name and contact information for a designated on-scene contact person. The contact person may be the incident commander, or during very complex incidents, may be someone designated by the incident commander.
5. If no MDT representative is on-scene at the time of the closure, MDT will designate an agency representative. The agency representative may either be on-scene or available by phone at all times. Arrival time and/or contact information for the MDT agency representative will be provided during initial contact with the District Office. The MDT agency representative will have decision making authority, participate in command decisions, and be responsible for relaying any incident specific information to MDT personnel and to MDT dispatch.
 6. MDT personnel will determine the best locations of temporary signs and place the signs at the designated locations. MDT personnel can delegate these duties to emergency responders as needed.
 7. MDT personnel will notify the designated on-scene contact person and the MDT Helena office that all signs and barricades are in place.
 8. The on-scene contact person will be the lead in assigning personnel to man barricades and will coordinate assignments with the MDT agency representative if applicable.

Re-opening Procedure

1. No barricades will be removed without an order through the established chain of command.
2. All hazards should be removed, repaired, or controlled before traffic is allowed to resume. This includes tow trucks, emergency response vehicles, damaged vehicles, and road or bridge damage.
3. Law enforcement should determine places to preposition along the closed route before traffic is allowed to resume for the purpose of preventing accidents caused by overanxious drivers.
4. Barricades will be removed only when the Incident Commander, all agency representatives, and all responders remaining at the scene are informed of the anticipated traffic flow returning to the closure area.
5. Responders responsible for removing barricades will contact responders who are still on scene just prior to any barricade removal. Information relayed will include the responder's call sign or name, the location of the barrier to be removed (including mile markers and/or distance from the incident scene if possible), and the time of removal.
6. Law enforcement will remain on scene until traffic flows normally.
7. Individual agencies are responsible for returning their individual barricades to the correct storage locations.

Appendix 9

DNRC EMERGENCY ASSISTANCE REQUEST

TO: , DNRC

FROM: STILLWATER COUNTY

DATE:

**RE: Emergency Declaration for fire suppression:,
located in Section, Township, Range**

The_____, located _____of town in Section , Township , Range started approximately at PM on _____. The fire origin was **Put lat & long here**
At ___PM, it was apparent that Stillwater County fire resources were overwhelmed and we requested, by phone, the assistance of Department of Natural Resources and Conservation.

George F. Bokma
Fire Warden
Stillwater County

Ken Mesch
DES Coordinator
Stillwater County

**BOARD OF COMMISSIONERS
STILLWATER COUNTY**

Dennis Hoyem, Chairman

Maureen Davey

Jerry Friend

Appendix 10

**SAMPLE CONTINUING EMERGENCY
DECLARATION AND AID REQUEST TO DNRC**

TO:

1

State of Montana

Department of Natural Resources and Conservation

FROM: STILLWATER COUNTY

DATE:

**RE: Continuing Emergency Declaration and request for fire suppression
assistance:**

Stillwater County has had two major fires and several other fires over the last two weeks. Environmental conditions remain unchanged and are at the highest risk for continuing fire starts. County financial, equipment and human resources for fire and emergency services are exhausted and it is clear that there will be more fires starts through the fire season.

Stillwater County requests that the Department of Natural Resources and Conservation continue to maintain the county on emergency status for the duration of the 2006 fire season. This status will expedite state assistance and services.

The undersigned and the citizens of Stillwater County sincerely appreciate state support activities of the recent past and for the rest of the fire season.

George F. Bokma

Ken Mesch

Fire Warden

DES Coordinator

Stillwater County

Stillwater County

BOARD OF COMMISSIONERS

STILLWATER COUNTY

Dennis Hoyem, Chairman

Maureen Davey

Jerry Friend

Appendix 11

SAMPLE LETTER TO THE GOVERNOR REQUESTING A DISASTER DECLARATION

July 11, 2006

The Honorable Brian Schweitzer
Governor of Montana
State Capitol
Helena, Montana 59620

Dear Governor Schweitzer,

On July 6th, then again on July 10, 2006, major fires have occurred in Stillwater County. Currently, the Saunders fire between Columbus and Reed Point is burning out of control and local resources are exhausted.

At this time, at least six structures have been destroyed and over 100 families have been evacuated from their homes. More damage and evacuations are expected in the near future. Shelters have been set up for people and their animals and law enforcement personnel resources for traffic control and other services are exceeded.

Local emergency and disaster plans have been activated; county funds, personnel and resources have been committed to disaster operations and a state of disaster has been declared.

Based on preliminary damage assessments for both private and public sectors, we believe that the disaster is of such magnitude that local resources will not be capable of effectively alleviating the situation. Therefore, we ask that you declare a state of disaster in Stillwater County and initiate the available and appropriate relief measures and resources.

Chairman

Commissioner

Commissioner

Cc: Montana Disaster and Emergency Services Division
Stillwater County DES

Appendix 12

RESOLUTION 200_ - _____

**STILLWATER COUNTY DISASTER
DECLARATION**

WHEREAS, major wildland fires are currently burning in Montana in Stillwater County which have created a disaster to Stillwater County local structures and environment; and

WHEREAS, restoration of local services and facilities is essential to ensure the health, safety and welfare of residents of the county, and

WHEREAS, Stillwater County has committed all available resources, taken all possible action to combat and alleviate the situation and local resources are not adequate to cope with the situation.

NOW, THEREFORE, BE IT RESOLVED by the Stillwater County Commissioners that a disaster is hereby declared, pursuant to Section 10-3-403, M.C.A, because expenditures may be beyond the financial capability of the county.

BE IT FURTHER RESOLVED, that copies of this resolution be filed with the Stillwater County Sheriff, Clerk and Recorder, County Assessor and Emergency Services Division in Helena.

BE IT FURTHER RESOLVED, that Stillwater County requests the Governor declare Stillwater County a disaster area for purposes of accessing state disaster relief funding.

Dated this____ day of , .

**BOARD OF COMMISSIONERS
STILLWATER COUNTY**

Dennis Hoyem, Chairman

Maureen Davey, Member

Jerry Friend, Member

ATTEST:_____
Pauline Mishler, Clerk and Recorder

Appendix 13

RESOLUTION 200_- _____

STILLWATER COUNTY EMERGENCY DECLARATION

WHEREAS, wildland fires have been and are currently burning in Montana in areas that are comparative to Stillwater County which have created an imminent threat of a disaster in the Stillwater County local structures; and

WHEREAS, Stillwater County has received substantially below normal precipitation over the last 11 years with near normal precipitation in 200_, bringing abundant grass production; and

WHEREAS, there has been a significant accumulation of fire fuel; and

WHEREAS, such fires may cause significant damage to both public and private lands within Stillwater County; and

WHEREAS, it has been determined by the Board of Commissioners that an emergency exists due to the extreme fire danger; and,

WHEREAS, Stillwater County has committed all available resources, taken all possible action to combat and alleviate the situation and local resources may not be adequate to cope with the situation; and,

NOW, THEREFORE, BE IT RESOLVED by the Stillwater County Commissioners that an emergency is hereby declared, pursuant to Section 10-3-402, M.C.A., because expenditures may be beyond the financial capability of the county.

BE IT FURTHER RESOLVED, pursuant to 10-3-405(5), M.C.A., that the Board of Commissioners hereby authorizes the expenditure of remaining Disaster Monies in Fund # 2260.

BE IT FURTHER RESOLVED, that copies of this resolution be filed with the Stillwater County Sheriff, Clerk and Recorder, County Assessor and Emergency Services Division in Helena.

Dated this___ day___ of___.

**BOARD OF COMMISSIONERS
STILLWATER COUNTY**

Dennis Hoyem, Chairman

Maureen Davey, Member

Dennis Hoyem, Member

ATTEST: _____
Pauline Mishler, Clerk and Recorder

appendix 14

STILLWATER COUNTY HAZARDOUS SITE INFORMATION

<u>NAME</u>	<u>CONTACT PERSON</u>	<u>PHONE #</u>
Stillwater Mine	Steve Wood	322-8728
SMC Smelter (refinery, lab, storage) also see map of facilities	Nick Hauer	322-8819
Montana Silversmiths	Kurt Robins	W-322-6018 H-322-5516 C-855-5902
	Colette Schlehuber	H-322-4693 W-322-6030 C-860-9623
Railroads	Montana Rail Link	800-338-4750
Highways/Roads	Dennis Holten (City) Kenny Kissler (County)	322-4424 322-5336
Airport	Airport Manager	322-5974
Pipelines		915-685-1731
Mystic Lake Dam Onsite cell phone	PPL	406-869-5100 406-670-4637
Columbus High School	Allan Sipes	W-322-5373 C-321-0312 C-321-0311
Or Facilities Manager	Don Buechler	C-321-0469

Appendix 15

DEFINITIONS

1.. LOCAL DECLARATIONS.

LOCAL EMERGENCY — DECLARATION AND TERMINATION. (1) A local emergency proclamation *of* disaster declaration may be issued only by the principal executive officer (County Commissioner or Town Mayor) of a political subdivision. (2) An emergency proclamation may be issued by order or resolution whenever the principal executive officer determines there is an emergency. (3) An emergency proclamation may not continue for longer than ten (10) days except by consent of the governing body of the political subdivision. (4) An emergency proclamation may terminate with a disaster declaration or when the principal executive officer determines that the emergency no longer exists (MCA 10-3-402).

LOCAL DISASTER — DECLARATION AND TERMINATION. (1) A disaster declaration may be issued by order or resolution whenever the principal executive officer determines a disaster is occurring or has occurred. (2) A disaster declaration may not continue for longer than thirty (30) days except by consent of the governing body of the political subdivision. (3) A disaster declaration may be terminated when the principal executive officer determines that the disaster conditions no longer exist (MCA 10-3-403).

2. STATE DECLARATIONS.

EMERGENCY - the imminent threat of a disaster causing immediate peril to life or property for which timely action can avert or minimize (10-3-103 (6) MCA).

DISASTER - means the occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or man-made cause..(10-3-103 (3) MCA).

3. TITLE 10. CHAPTER 3. MONTANA CODE ANNOTATED.

Provides the authority and assigns the responsibility for the prompt and timely reaction to an emergency or disaster, to ensure that preparation of the county and cities will be adequate to deal with such disasters or emergencies, and generally to provide for the common defense and to protect the public peace, health, and safety and to preserve the lives and property of the people of the county and cities.

4. FEDERAL DECLARATIONS.

EMERGENCY - any of the various types of natural disasters included in the definitions of a "major disaster" which requires federal emergency assistance to supplement local and state efforts, save lives and protect property, public health and safety or to avert or lessen the threat of a disaster (P.L. 93-288).

MAJOR DISASTER - any hurricane, tornado, storm, flood, highwater, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, or other catastrophe in any part of the United States, which in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance above and beyond emergency services by the Federal Government to supplement the efforts and available resources of local and state governments, and private relief organizations in alleviating the damage, loss, hardship or suffering caused thereby (P.L. 93-288).

5. PUBLIC LAW 92-288.

The "Disaster Relief Act of 1974." The law provides an orderly and continuing means of assistance by the Federal government to local and state governments in carrying out their responsibilities to alleviate the suffering and damage which results from disasters.

6. FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA).

The agency responsible for administering federal assistance provided under P.L. 93-288.

7. GOVERNOR'S AUTHORIZED REPRESENTATIVE (GAR).

The person designated by the Governor in the FEMA-State Agreement, to execute on behalf of the State all necessary documents for disaster assistance, following a Presidential Declaration.

8. FEDERAL COORDINATING OFFICER (FCO).

A representative from FEMA who coordinates all federal assistance, in a Presidential Declaration, with state and local governments, and private relief organizations.

9. STATE COORDINATING OFFICER (SCO).

The Administrator, Disaster and Emergency Services Division, Department of Military Affairs, or his designee, who will coordinate the State's activities in state and federal declarations.

10. LOCAL GOVERNMENTS APPLICANT'S AUTHORIZED AGENT.

The person designated by each jurisdiction to assure and certify that the jurisdiction will comply with FEMA regulations, policies, guidelines and requirements as they relate to the application, acceptance and use of federal funds.

11. STANDARD OPERATING PROCEDURES (SOP).

An internal document developed by city or county departments prescribing procedures and policies that assures coordination and delivery of service.

12. PUBLIC FACILITY.

Any flood control, irrigation, reclamation, public power, sewage treatment and collection, water supply and distribution, airport facility, any non-federal aid street, road or highway, and any other publicly owned building, structure or system.

13. PUBLIC ASSISTANCE.

Assistance provided under this Plan such as debris removal, permanent repair, restoration or replacement of public, and eligible private nonprofit facilities, damaged or destroyed in a State or Presidentially declared "Major Disaster" or "Emergency."

14. INDIVIDUAL ASSISTANCE.

Assistance provided under this Plan such as search and rescue, medical care, operation of emergency shelters and feeding. It includes relief and rehabilitation actions under Presidentially declared disasters such as temporary housing, disaster loans, federal income tax assistance, legal service, consumer aid, disaster unemployment benefits, crisis counseling and individual and family grants.

15. DISASTER FIELD OFFICE (DFO).

A facility where federal and state disaster personnel are located for overall program coordination during the recovery phase in a Presidentially Declared "Major Disaster."

16. EMERGENCY OPERATIONS CENTER (EOC).

A facility where local department personnel can be brought together to coordinate local operations during the disaster phase. State and federal personnel may use the EOC during the damage assessment activities before a DFO is established.

17. STATE EMERGENCY AND DISASTER FUND.

The governor may authorize the incurring of liabilities and expenses to be paid as other claims against the state from the general fund, in the amount necessary, when an emergency or disaster justifies the expenditure and is declared by the governor, to meet contingencies and needs arising from an emergency or disaster, as defined in MCA, 10-3-103, which results in damage to the works, buildings or property of the state or any political sub-division thereof or which menaces the health, welfare, safety, lives or property of any considerable number of persons in any county or community of the state.

ACRONYMS

ARC	American Red Cross
CAP	Civil Air Patrol
CB	Citizens Band Radio
CEO	Chief Executive Officer
DES	Disaster and Emergency Services
EBS	Emergency Broadcast System
EMP	Electro-Magnetic Pulse
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
FEMA	Federal Emergency Management Agency
MARS	Military Amateur Radio System
MCA	Montana Code Annotated
NAWAS	National Warning System
RACES	Radio Amateur Civil Emergency Service
SOP	Standard Operating Procedures

Appendix 16

Protocol for Handling Agricultural Incidents Involving Outbreaks of Foreign Animal Diseases in Livestock or Wild Animals

Purpose:

This protocol outlines the steps to be taken in the inspection and investigation of an agricultural incident involving a foreign animal disease outbreak in livestock or wild animals within Stillwater County. Protection of livestock or wild animals from threats of exposure outside of Stillwater County will be coordinated through the Montana Department of Livestock; State Veterinarian's Office.

Definitions:

Foreign Animal Diseases in Livestock and wild animals are considered to be any biological infestation that impacts domesticated or wild animals within the United States where significant measures are deemed necessary to control and eradicate the impact of disease on agriculture and the economy. Such measures may include quarantine and/ or destruction of, or limiting the transport or sale of, infected animal species to prevent the spread of the disease across established borders.

Authority:

Statutes and administrative rules relating to the handling and investigation of suspected foreign animal disease in livestock and wild animals include, but are not limited to, the following:

Title Inspections.

Title Enforcement

Title Protection.

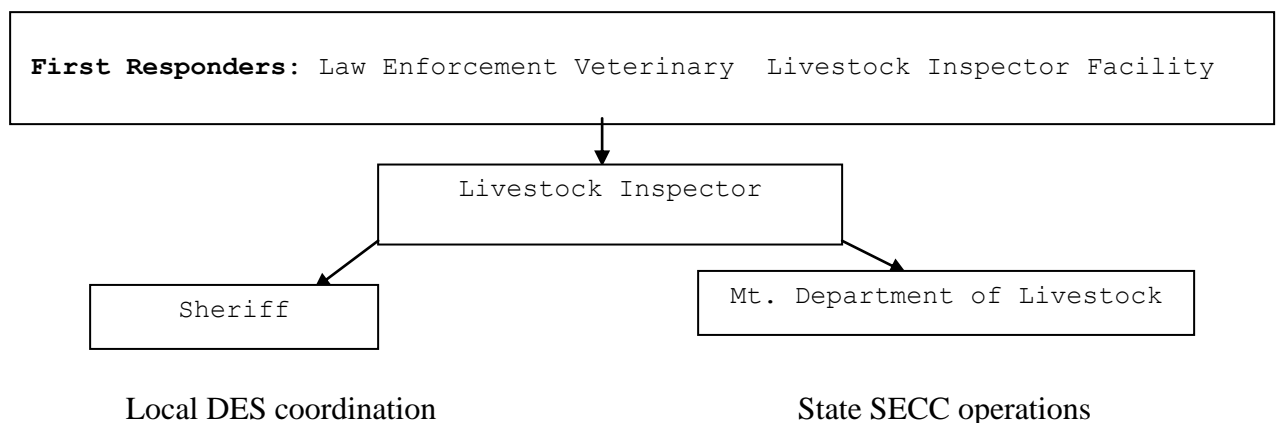
Concept of Operations:

The Montana Department of Livestock has been identified as the lead state agency for direction and control of incidents involving foreign animal disease outbreaks. The Livestock Inspector (Peter Olsen), as local representative for the Department of Livestock, will be responsible for the initial investigation of suspected foreign animal disease in Stillwater County. The Stillwater County Environmental Health Director (Keith Bell) will serve as an alternate in order to fill out an initial incident report of suspected foreign animal disease. If credible, the information concerning suspected foreign animal disease will be transmitted to Montana state agencies as soon as possible. The Department of Livestock's State Veterinarian will direct and control the incident. The Stillwater County Sheriff Department is responsible for public safety and maintaining order in and around quarantined areas.

Procedures:

1. The Livestock Inspector (Peter Olsen), as local representative for the Department of Livestock, will be responsible for the initial investigation of suspected foreign animal disease in Stillwater County. Keith Bell, Stillwater County Environmental Health Director, will serve as his alternate in the investigation. The Initial Incident Report Form, will be filled out and the information will be transferred to the Department of Livestock's State Veterinarian (406) 444-2043. If not available through that phone number, the Montana DES Duty Officer can be contacted for assistance.
2. When an animal is diagnosed with a Foreign Animal Disease, the veterinarian will use the form to report the pertinent information to the State Veterinarian, Department of Livestock (406) 444-2043, and to the Livestock Inspector. The veterinarian will provide the Livestock Inspector with information for conducting an investigation including the name of the affected facility, phone number, diagnosis and time/date of diagnosis.
3. Because timeliness is critical to investigating the source of the illness and preventing its spread, the Livestock Inspector will consider any report of foreign animal disease as a high priority and will investigate the incident as soon as possible. The Livestock Inspector will notify the County Sheriffs Department of the report and may request help in maintaining order in and around the affected facility.
4. Because Stillwater County lacks specifically trained Animal Incident Response teams, the lead state agency (MT. Department of Livestock) with mutual aid from appropriate response teams will manage the response and coordination of information, planning, logistics and finance for the incident. Local command of the incident will utilize the County Sheriff to serve as incident command.

Stillwater County Incident Plan



Contact Numbers:

Livestock Inspector:

Peter Olsen

Cell: 321-0343

Home:

e-mail:

Stillwater County Sheriff:

Cliff Brophy

Work: (406) 322-5326 or 911

Cell:

e-mail: sheriff@cablemt.net

Stillwater County Environmental Health:

Keith Bell

Work: (406)322-8055

Cell: (406) 321-0879

Fax: (406)322-8028

e-mail: kbell@stillwater.mt.gov

MT Dept. of Livestock:

State Vet. Martin Zaluski, DVM

Work: (406) 444-2043

Direct: (406) 444-2043

Cell: (406)

e-mail:

USDA-APHIS Veterinary Service:

Lennis Knight

Work: (406) 449-5407

Cell: (406)439-2204

e-mail:

MT -DES Response coordinator:

Steve Knecht

Work: (406) 841-3911

Cell: (406) 431-5438

e-mail: sknecht@state.mt.us

Appendix 17

Medical Related Resources and At Risk Populations

Identification of Community Resources	
1. Hospitals	
Name of hospital	Stillwater Community Hospital Phone: 406-322-5316
Address PO Box 959/ 44 West Fourth Ave. No., Columbus, Mont. 59019	
Administrator: Tim Russell	Phone: 406-322-5316
Licensed beds	<u>13</u>
Operating rooms	<u>1</u>
MRI Scanner:	no
CT Scanner:	no
Dialysis unit:	no
Emergency room:	yes
Acute care beds	<u>13</u>
Beds with integrated DC on Unit	<u>0</u>
# of patients per hour	<u>0</u>
Expedient outdoor decontamination unit:	no
Emergency power for 72 hours:	yes
Specialty services:	lab, X-ray
2. Clinics	
Name: Columbus Clinic	Phone 406-322-4542
Address: 407 No. A Street, Columbus, Mont. 59019 Contact: Deanna McKay	
Physicians: Dave Kane, MD; Rick Klee MD; Lorraine Ackermann, FNP; Sharyl Zahn, RN	
Walk-in	<u>X</u>
Mobile	
# of primary care providers	<u>3</u>
# of exam rooms	<u>7</u>
Special capacities/on-site services:	X-ray
Name: Absarokee Medical Clinic	Phone: 406-328-4497
Address: PO Box 425/ 55 No. Montana Ave. Contacts: Mary Beth Noe	
Absarokee, Mont. 59001	Jackie Walker
Physicians: Jack Exley, MD; Sheri Spuhler, PA	
Walk-in	<u>X</u>
Mobile	
# of primary care providers	<u>2</u>

of exam rooms <u> 5 </u>
Special capacities/on-site services: X-ray, EKGs, lab, Physical Therapy
3. Ambulance Services
Name: Absarokee Ambulance Service (volunteer)
Address: 105 West B Street, in the Absarokee Fire Hall Emerg. Phone: 911 or 322-5326
Director: Dan Brady Phone: 328-4799 dbrady@stillwatermine.com
of units <u> 2 </u>
with Advanced life support <u> 1 </u> (2 have equipment, but only one is certified)
of trained staff <u> 21 </u>
Basic Life support: YES
Ground or Air <u>Ground</u>
Transporting <u> X </u>
Non-transporting <u> </u>
Name: Columbus Ambulance Service (volunteer)
Address: 502 Ave. A, PO Box 393, Columbus, Mont. 59019 Emerg. Phone: 911 or 322-5326 (directly north of Stillwater Community Hospital)
Director: John Zinne Phone: 663-2203 Work: 322-4555, ext.7 zin6shtr@ttc-cmc.net
of units <u> 2 </u>
with Advanced life support <u> 2 </u>
of trained staff <u> 16 </u>
Basic Life support: YES
Ground or Air <u>Ground</u>
Transporting <u> X </u>
Non-transporting <u> </u>
Name: Park City Ambulance Service (volunteer)
Address: Park City Fire Hall First Ave. SW, Park City, Mont. 59063 Emergency Phone: 911 or 406-322-5326
Director: Robert & Dorothy Alegria Phone: 633-2891 (non-emergency)
of units: <u> 1 </u>
with Advanced life support <u> 0 </u>
of trained staff <u> 8 </u>
Basic Life support: y / n
Ground only <u> X </u>
Transporting <u> X </u>

4.Nursing homes		
Name: Beartooth Manor	Phone: 406-322-5342	Contact: DON Beth Fleming
Address: 350 West Pike Ave., Columbus, Mont. 59019		(home e-mail: ericnbeth@hotmail.com)
# of skilled nursing beds <u>82</u>		
# of swing beds <u>0</u>		
On-site services available: secured unit for Alzheimer's patient, occupational physical therapy, speech therapy, hospice		
Address: 103 Brooke, Absarokee, Mont. 59001		
# of skilled nursing beds (state Class "B," non-ambulatory beds): <u>2</u>		
# of ambulatory beds (state Class "A" beds) <u>6</u>		
On-site services available: secured rooms for Alzheimer's patients		
Additional comments: Facility has evacuation plan and three alternate homes sites: a home and church in Absarokee, and a home on the Stillwater River.		
# of pharmacists <u>1 FTE</u>		
5. Ambulatory Care Centers – none		
6. Non-hospital Pharmacies		
Name: Matovich IGA Plus Pharmacy		
Address: 133 No. Fifth Street, PO Box 719, Columbus, Mont. 59019		Phone: 406-322-5652
# of pharmacists: one FTE		
7. Mental Health Facilities		
Columbus Mental Health Center, 412 E. Pike Ave., Columbus		Phone: 322-4514
Marion Grummett		

SPECIAL POPULATIONS

Category of special population: *Developmentally disabled adult residents on working ranch*

Name: Special K Ranch

Address: 1 Special K Lane, Columbus, Mont. 59019

Phone # 322-5220

Approx. 10 miles east of Columbus on Hwy. 10

Director:

Number of residents: 24

Number of group homes on-site:

Notes: The facility has organized evacuation plan, which has been tested.

Home Addresses: Office #34; Director House #36; Hawkins House #38; 38A, 38B; Stumvull #48; Agape #52; Ostum # 54; McCormick #56.

SPECIAL POPULATIONS

Category of special population: *Housing for low income, elderly, disabled*

Name: Sage Apts.

Address: 720, 724 and 728 East 2nd Ave. No., Columbus, MT 59019

Contact: Irene Sticka

No. of apts.: 12

Phone: 322-4726

No medical facilities/capabilities

Notes: Homebound individuals reside in Apts. 2, 3 in building 720 East. 2nd Ave. No.

SPECIAL POPULATIONS

Category of special population: *Housing for low income, elderly, disabled*

Name: Columbus Apts.

Address: 531 East Fourth Ave. No., Columbus, MT 59019

Contact: Mary Scheer, Apt. 3

No. of apts.: 8

Phone: 322-5190

No medical facilities./capabilities

Notes: Four homebound residents or residents who would need assistance during emergency. Located in Apts. 2, 4, 5, 7.

Complex has difficult access for gurney. Ambulance should access via alley between Third and Fourth Ave. North.

Each apartment has only one exit.

Sheriff dispatch has key and instructions to access keys for the apartments.

<i>Category of special population: Housing for low income, elderly, disabled</i>	
Name: Homestead Lodge	
Address: 121 So. Weast, Absarokee, MT 59001	Contact: Ruby Lester, Mgr.
No. of apts.: 32	Phone: 328-4615
No medical facilities/capabilities.	
Notes: Apt. 8, resident is wheelchair bound.	
After-hours access: If doors are locked, doorbell at south end of complex rings into manager's apartment.	

Other special populations:

Homebound: Some homebound residents may be identified by contact Home Health at 322-322-5316, ext. 246; or the Senior Citizens Centers in Columbus (322-4389) and Absarokee (328-4869).

Non-English speaking populations: SCH has a multi-language phone service for individuals needing medical assistance. Contact 322-5316 for more information.
For individuals who speak Spanish and/or French, contact the local schools for language teachers (see School Contacts in Appendix A-1, page 38.)

Appendix 18

DES SITUATION REPORT FORM

Revised: March 19, 1996 DES Form 209

Jurisdiction: _____		Phone Number: () -
Date/Time Prepared: _____		Fax Number: () -
Reporting Party: _____		
1. Nature of Incident(s)	<p>-What happened? Where? When? To Whom? And, if you know, Why?</p> <p>-Is there a "responsible party" (Is this somebody's fault)? If so, provide details.</p> <p>-Who currently knows about it? (What notifications have been made?)</p>	
2. Current Situation:	-Is the situation still volatile, or have things stabilized?	
3. Projected Situation:	-Are things, in general, getting better or worse?	
4. Weather:	-Current and forecasted weather conditions? Explain.	
5. Response Operations (from local response agencies):	-What resources have been committed?	

<div style="border: 1px solid black; height: 20px; width: 100%;"></div>		
Jurisdiction:		Date/Time Prepared: _____
R-Reported	C-Confirmed	Totals
		R C
Declaration (Date)		
Emergency		
Disaster		
Deaths and/or Injuries		
Deaths		
Hospitalized		
Injured		
Housing		
Threatened		
Evacuated		
Damaged		
Minor		
Major		
Shelters Opened		
#of People Sheltered		
Health & Public Utilities		
Water & Sewer Systems		
Threatened		
Damaged		
Gas, Electric & Telephone		
Threatened		
Damaged		
Business & Employment		
Threatened		
Evacuated		
Damaged		
Minor		
Major		
Essential Services Disrupted Y/N		

Roads & Bridges		
Threatened		
Jurisdiction: _____ Date/Time Prepared: _____		
Roads & Bridges (continued...)	R	C
Damaged		
Closed		
Locations		
Emergency Services Disrupted Y/N		
Debris Problems		
Causing Safety or Health Hazard Y/N		
Water Control Facilities		
Flood Control		
Threatened		
Damaged		
Irrigation		
Threatened		
Damaged		
Hydroelectric		
Threatened		
Damaged		
Agriculture		
Structures/Facilities (#)		
Threatened		
Damaged		
Livestock (#)		
Threatened		
Damaged		
Crops (Acres)		
Threatened		
Damaged		
Other		
Threatened		

Appendix 19

Stillwater County NIMS Implementation Strategy

Stillwater County intends to use the National Incident Management System as the basis for all Incident Management in Stillwater County, Montana.

The Stillwater County Disaster and Emergency Services will provide at least one annual NIMS/ICS training seminar for seven Volunteer Fire Departments, two Volunteer Ambulance Services, the Sheriff's Department, the Columbus Police Department, the Public Health Department, the Public Works Department, the Road Departments, and other city and county officials.

The Stillwater County DES will revise and update the Stillwater County Emergency Operations Plan to incorporate the NIMS/ICS components, principles, and policies.

The Stillwater County Local Emergency Planning Committee will incorporate the NIMS/ICS components, principles, and policies when planning and conducting table top and functional exercises.

Appendix 20

SUCCESSION OF ELECTED OFFICIALS

Succession to elected offices in Stillwater County and the Incorporated city and towns follow the requirements set forth in the Montana Code Annotated.

<u>OFFICE</u>	<u>SUCCESSION CITATION</u>
County Commissioner	7-4-2106(104), 10-3-603
County Sheriff	7-3-4331(1-6), 7-32-2101 7-32-2122
Mayor	7-4-4112, 10-3-605
City Court Judge	3-1-1503, 7-3-1342, 7-3-4254(2), 7-4-4462, 7-4-4102(1-3)
District Court Judge	Constitution VII, 8, 3-1-1010, 3-1-1014, 10-2-227
City Council Member County	7-4-4112, 10-3-604
Clerk and Recorder	7-4-434(1-6)
County Attorney	7-3-432(1-6)

Appendix 21

Stillwater County Emergency Call Lists

Emergency Dispatch Office	911
Stillwater County Sheriff	322-5326
Fire Department	322-5326
County Commissioners	322-8010
Environmental Health	322-8055
Disaster Emergency Services	321-0689
County Roads Department	322-5336
County Hotline	322-8060

IMPORTANT PHONE NUMBERS

Stillwater County/City Fire Department.....	322-5326
Stillwater County Sheriff's Department.....	322-5326
Columbus Public Works Department.....	322-4424
Stillwater County DES.....	322-5326
Ken Mesch (Stillwater County DES Coordinator).....	321-0689
Montana DES.....	444-6911
Montana Highway Patrol.....	322-5326
Stillwater Community Hospital.....	322-5316
Stillwater County Commissioners.....	322-8010
Keith Bell (Environmental Director).....	322-8055
(Stillwater County GIS Specialist).....	322-8029
Department of Public Health & Human Services(DPHHS).....	444-0273
Public Health Officer.....(clinic)	322-4542
.....(hospital)	322-5316
Hospital Administrator.....	322-5316
Columbus Mental Health Center.....	322-4514

Agency	Address	Work Phone	Cell Phone	Contact	Home Phone
Alcohol, Tobacco & Firearms	Field Division Office	651-290-3092			
Ambulance	Columbus, Absarokee, Part City	All thru Dispatch 911			
ARC Medical Reserve Corps		256-6802		Amy Accordino	
CDC, Emergency Response hotline	National Bio terror Emergency #	707-488-7100			
CDC, Hospital Infections Progral		404-639-6414			
DES Local	400 N 3 rd Ave	322-8054	321-0689	Ken Mesch	672-9906
DES Region DES		245-9672	670-8155	Charlie Hanson	
DES State Duty Officer		841-3911			
DES State Recovery		841-3597		Jim Anderson	
DPHHS EPI	Helena	444-0273		Jim Murphy, Todd Damrow	
Drug Enforcement Admin		657-6020			
FBI	Billings	248-8487			
FBI	National	801-579-1400			
Federal Aviation Admin	Blgs Air Traffic Control	248-8384			
FEMA Crisis hotline	National	800-749-2673			
Fire Departments	All in county	All thru 911			
Livestock/Animal Health, MT Dept	Helena	444-2043		Director 444-7323	
MT Highway Patrol	Columbus	322-6173			
MT Public Health Lab	Helena	800-821-7284		Linda McKenna	
Red Cross	Local	845-3512	860-3022	Gene Gunter	633-2807
Red Cross	Regional	248-3512		Kristie Boelter	690-0524
Stillwater Mine Co	Safety Director	322-8728	321-0028	Open	
	Smelter, BMR Safety	322-8819	321-0037	Nick Hauer	446-3496
	Security of Explosives	322-8700	321-0020	John Stark	303-470-6164
	Environmental Manager	322-8700	321-0011	Bruce Gilbert	932-4033
US Attorney	Billings	657-6101			

Appendix 21

COUNTY MUTUAL AID AGREEMENT

PURPOSE

This agreement is made between the undersigned Fire Organizations in Stillwater County and supersedes any prior county wide mutual fire agreements.

AUTHORITY

WHEREAS, the signatory parties are vulnerable to natural, man-made or war caused disasters such as, but not limited to: range, timber, and structure fires, floods, tornadoes, hazardous materials emergencies, earthquakes, winter storms, or enemy attack, which could overtax or exhaust local resources, and would take effect after 8 hours and

WHEREAS, the signatory parties desire to augment fire protection in their areas pursuant to Sections 7-33-2108, 7-33-2202, 7-33-4112 and 10-3-202 MCA and

NOW, THEREFORE, IT IS UNDERSTOOD AND AGREED AS FOLLOWS:

1. DEFINITIONS

- A. "Agency" means any signatory fire department or fire company.
- B. "Requesting Agency" means the agency asking for the assistance.
- C. "Responding Agency" means the agency sending assistance.
- D. "I.C." means Incident Commander or person in charge of the operation/situation.

2. DURATION

This agreement shall be effective upon execution by all agencies and shall continue thereafter unless amended or terminated. Any agency may request a review of the agreement by sending proposed amendments to all other agencies.

3. OPERATIONS

A. REQUEST AND RESPONSE

- 1. The Fire Chief or designee from any participating agency may request assistance from any other agency or agencies only when it is determined that such assistance is essential to protect life and property.
- 2. A request for assistance should include the type of equipment, the number of personnel, and specify the location where needed. Giving assistance is not mandatory; however, if any agency cannot give assistance, it shall immediately inform the requesting agency that assistance cannot be given.

3. The responding agency shall immediately determine what equipment and/or personnel can be spared and then dispatch the designated equipment and/or personnel.

B. COMMAND AT THE FIRE SCENE

1. Personnel from the responding agency shall report to the requesting agency's IC the responding agency's equipment and personnel shall be under the immediate supervision and responsibility of the requesting IC during the actual operation.
2. The IC or designee may request an officer of a responding agency or agencies to assist with command. Hence a unified command will exist.
3. All operations will be conducted under the Incident Command System with at least one (1) Safety Officer present.

C. RELEASE FROM THE SCENE

1. A requesting agency shall release a responding agency when services are no longer requested and all of their paper work has been turned in and signed off or when the responding agency is needed for fire protection in its own jurisdiction, all paperwork and information has been turned in and signed off by the EOC.

4. **REIMBURSEMENT**

A. FUEL, REASONABLE WELFARE ITEMS, DAMAGES, AND WAGES

1. A requesting agency shall provide fuel and reasonable welfare items for responding agencies. However, responding agencies may elect to not be reimbursed.
2. The costs of wages and salaries of personnel provided by a responding agency shall be considered as their commitment for the benefit of mutual aid and by the discretion of the County Commissioners, incident specific, will be provided by the requesting party for these purposes.
3. Any responding agency shall accept the cost of any damage to, loss of, or expense incurred in the transportation and operation of any equipment provided under this agreement.
4. If any costs incurred by any agency under this agreement are reimbursable due to county, state or presidential disaster declaration, those costs shall be reimbursed.

B. RESPONSES TO AREAS UNDER COUNTY FIRE PROTECTION (Initial Attack Areas)

1. **For wildland fires in Initial Attack Areas county contracted wildland protection areas**, the County Fire Tactical Advisor will assume the roll of assisting the IC from the Initial Attack Area in establishing Command and set up the EOC.

2. If a representative from the Initial Attack Area is not present at the time of first responding agency, the chief officer of the responding agency will assume the duties of the Incident Commander. Assessment of the situation will be completed at this time.
3. If the Fire Warden or designee determines additional equipment is necessary for fire suppression, the County may compensate responding agencies. Compensation will be made after an 8 hour period, based on an hourly rate as determined by the fire equipment rate handbook (DNRC 300 manual).

5. **RESPONSIBILITY AND LIABILITY**

A. PREPAREDNESS AND SAFETY

1. Each agency shall be responsible to see that its own equipment is properly maintained and safely operated and its personnel are properly trained.
2. A responding agency will not be required to take action where the safety of personnel and equipment is in question.
3. Personnel of a responding agency shall be considered to be acting under the lawful orders and instructions of their own agency to and from the operation.
4. In the event that an employee sustains an injury or is killed, it will be the fire company/department insurance's responsibility.

B. INSURANCE

1. Each agency shall obtain appropriate insurance for its equipment and personnel. Each agency shall obtain liability insurance and provide written proof of such insurance to the County Fire Chief, upon request.
2. Each agency shall be responsible for defending claims made against it or its personnel arising from participation in this agreement. Agencies shall not defend any claims or indemnify any other agency for claims made against another agency or its personnel.
3. If equipment or property of any agency is damaged or destroyed by the negligence of another agency, then the agency responsible shall be liable for damages. Authorized representatives of the agencies involved shall recommend a settlement. If an agreement cannot be reached, then the question shall be submitted to a binding arbitration committee comprised of the Stillwater County Sheriff, the Fire Warden and representatives from each agency involved.

6. **MONTANA FIRE CODES**

- A. Applicable Montana Fire Codes apply and take precedence over this agreement.
Agencies not having NSHT (National Standard Hose Thread) 1 ½” and 2 ½” hose shall provide adapters to facilitate the use of hose and pumps on incoming equipment.

7. **ADDITIONAL OPERING PROCEDURES**

The Stillwater County Fire Council is authorized to draft procedures to implement this agreement, if necessary.

8. **FILING OF AGREEMENT**

- A. The original of the agreement shall be filed with Stillwater County Clerk & Recorder.
B. Copies shall be filed with each agency.

9. **ADMINISTRATIN OF AGREEMENT**

- A. This agreement shall be administered from each agency involved. The Stillwater County Fire Council and Fire Warden shall serve in an advisory capacity.
B. This agreement shall be in effect when two (2) or more agencies are signatory to this agreement.

IN WHITNESS WHEREOF, the County of Stillwater through the Fire Warden has caused this Agreement to be signed and attested to by their corporate seal, affixed this _____ day of _____, 200 .

Columbus Volunteer Rural & City Fire

Print Name and Title

Signature and Date

Park City Volunteer Rural Fire District

Print Name and Title

Signature and Date

Absarokee Volunteer Rural Fire Department

Print Name and Title

Signature and Date

Reed Point Volunteer Rural Fire Company

Print Name and Title

Signature and Date

Molt Volunteer Rural Fire Department

Print Name and Title

Signature and Date

Nye Volunteer Rural Fire Department

Print Name and Title

Signature and Date

Rapelje Volunteer Rural Fire Department

Print Name and Title

Signature and Date

Broadview Volunteer Fire Department

Print Name and Title

Signature and Date

BOARD OF COUNTY COMMISSIONERS

Dennis R. Hoyem

Maureen Davey

Jerry L. Friend

Fire Warden Signature and Date

Clerk and Recorder and Date